FREE QUALITY AUDIT TEMPLATE

Quality Audit Checklist

Use this 60-point checklist to audit quality requirements, document control, competence, suppliers, process execution, equipment, measurement, inspection, traceability, nonconformity, corrective action, and management review.

Site / process | Audit date | Auditor | Process owner

1. Audit scope, quality objectives, standards, risks, and ownership

1 Confirm the site, department, process, product or service scope, audit date, auditor, process owner, and operating period included in the quality audit.

QUALITY AUDIT

NAME Enter | DATE / TIME Enter | APPROVAL Sign

Execution tip: Set clear audit criteria before fieldwork so sampling, evidence, scoring, and critical-failure decisions stay consistent across auditors and locations.

2 Verify the current quality policy, objectives, customer requirements, internal standards, specifications, SOPs, and applicable compliance requirements are defined for the audited scope.

QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Set clear audit criteria before fieldwork so sampling, evidence, scoring, and critical-failure decisions stay consistent across auditors and locations.

3 **Identify critical quality characteristics, high-risk process steps, customer-impacting failures, known recurring defects, and controls that require deeper sampling.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Set clear audit criteria before fieldwork so sampling, evidence, scoring, and critical-failure decisions stay consistent across auditors and locations.

4 **Review previous audit findings, customer complaints, product or service defects, rework, returns, deviations, incidents, and overdue corrective actions.** CRITICAL

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: Set clear audit criteria before fieldwork so sampling, evidence, scoring, and critical-failure decisions stay consistent across auditors and locations.

5 Confirm audit criteria, sampling method, scoring logic, critical-failure rules, evidence requirements, and escalation thresholds are agreed before fieldwork starts.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Set clear audit criteria before fieldwork so sampling, evidence, scoring, and critical-failure decisions stay consistent across auditors and locations.

6 Assign ownership for process controls, quality records, equipment, supplier issues, training, nonconformities, corrective actions, verification, and final management sign-off.

QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Set clear audit criteria before fieldwork so sampling, evidence, scoring, and critical-failure decisions stay consistent across auditors and locations.

2. Document control, SOPs, specifications, records, and change management

7 **Verify employees are using the latest approved SOPs, work instructions, specifications, recipes, drawings, service standards, or process references relevant to their work.** CRITICAL

QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Follow a quality requirement from the approved document to the actual work and then to the completed record. This exposes gaps between procedure and execution.

8 Check obsolete documents, superseded instructions, uncontrolled printouts, locally edited files, and outdated visual references are removed from active use.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Follow a quality requirement from the approved document to the actual work and then to the completed record. This exposes gaps between procedure and execution.

9 Confirm document version, approval date, owner, effective date, revision history, and distribution controls are clear for critical quality documents.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Follow a quality requirement from the approved document to the actual work and then to the completed record. This exposes gaps between procedure and execution.

10 **Verify required quality records are complete, legible, attributable, dated, retrievable, and protected from unauthorized alteration or loss.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Follow a quality requirement from the approved document to the actual work and then to the completed record. This exposes gaps between procedure and execution.

11 **Check process, product, equipment, supplier, software, packaging, formulation, or service changes are formally reviewed for quality impact before implementation.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Follow a quality requirement from the approved document to the actual work and then to the completed record. This exposes gaps between procedure and execution.

12 Record any gap where uncontrolled documents, missing records, incorrect specifications, or unapproved changes could affect product or service quality.

QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Follow a quality requirement from the approved document to the actual work and then to the completed record. This exposes gaps between procedure and execution.

3. People competence, training, role clarity, and quality awareness

13 **Confirm employees performing quality-critical work have current induction, task training, competency assessment, certification, or authorization required for their role.** CRITICAL

QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Observe real work. Training records are useful evidence, but competence is best verified by comparing actual execution with the approved standard.

14 Verify supervisors understand the quality standards, escalation rules, deviation process, hold or stop criteria, and approval responsibilities for their area.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Observe real work. Training records are useful evidence, but competence is best verified by comparing actual execution with the approved standard.

15 **Observe employees performing sampled tasks and compare actual practice with the approved procedure rather than relying only on training records.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Observe real work. Training records are useful evidence, but competence is best verified by comparing actual execution with the approved standard.

16 Check temporary employees, contractors, agency workers, new joiners, and cross-trained employees receive the same required quality controls before independent work.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Observe real work. Training records are useful evidence, but competence is best verified by comparing actual execution with the approved standard.

17 Confirm employees know how to identify defects, report nonconformities, protect suspect product or service output, and request clarification when standards are unclear.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Observe real work. Training records are useful evidence, but competence is best verified by comparing actual execution with the approved standard.

18 Review repeated errors, retraining needs, competency gaps, unclear role ownership, or workarounds that may indicate the procedure or training method needs improvement.

QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Observe real work. Training records are useful evidence, but competence is best verified by comparing actual execution with the approved standard.

4. Incoming materials, supplier quality, receiving, and input verification

19 **Verify incoming materials, products, ingredients, components, packaging, documents, data, or outsourced services are checked against approved specifications before use.** CRITICAL

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: Sample both accepted and rejected inputs. Supplier quality issues often appear in how exceptions are handled, not only in normal receiving.

20 Confirm approved-supplier requirements, purchase specifications, quality agreements, certificates, service levels, or acceptance criteria are current where applicable.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Sample both accepted and rejected inputs. Supplier quality issues often appear in how exceptions are handled, not only in normal receiving.

21 Check received items are identified, undamaged, correctly labelled, within required shelf life or service condition, and protected from mix-up or contamination.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Sample both accepted and rejected inputs. Supplier quality issues often appear in how exceptions are handled, not only in normal receiving.

22 **Verify required incoming inspection, sampling, testing, quantity verification, documentation review, or acceptance checks are completed and recorded.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Sample both accepted and rejected inputs. Supplier quality issues often appear in how exceptions are handled, not only in normal receiving.

23 **Confirm rejected, damaged, expired, incorrect, or suspect inputs are clearly segregated and cannot enter the process without authorized disposition.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Sample both accepted and rejected inputs. Supplier quality issues often appear in how exceptions are handled, not only in normal receiving.

24 Review repeated supplier defects, shortages, late corrective actions, quality escapes, inconsistent certificates, and supplier trends requiring escalation or development.

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: Sample both accepted and rejected inputs. Supplier quality issues often appear in how exceptions are handled, not only in normal receiving.

5. Process execution, in-process controls, standard work, and deviation management

25 **Observe sampled process steps and verify sequence, method, timing, parameters, quantities, environmental conditions, approvals, and handoffs match the approved standard.** CRITICAL

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: Audit the process where variation can occur. Check what employees do when parameters drift, information is incomplete, or the standard cannot be followed.

26 **Confirm critical process parameters and quality checkpoints are monitored at the required frequency using defined methods and acceptance limits.** CRITICAL

QUALITY AUDIT

RESULT Enter | SPEC / LIMIT Enter | STATUS Record

Execution tip: Audit the process where variation can occur. Check what employees do when parameters drift, information is incomplete, or the standard cannot be followed.

27 Check work-in-progress, batches, orders, jobs, units, or service cases are correctly identified so status, ownership, and quality condition remain clear through the process.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Audit the process where variation can occur. Check what employees do when parameters drift, information is incomplete, or the standard cannot be followed.

28 **Verify operators stop, hold, segregate, escalate, or seek approval when a process moves outside the defined specification or control limit.** CRITICAL

QUALITY AUDIT

RESULT Enter | SPEC / LIMIT Enter | STATUS Record

Execution tip: Audit the process where variation can occur. Check what employees do when parameters drift, information is incomplete, or the standard cannot be followed.

29 **Confirm rework, repair, substitution, deviation, concession, override, or exception processes require appropriate authorization and retain traceable evidence.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Audit the process where variation can occur. Check what employees do when parameters drift, information is incomplete, or the standard cannot be followed.

30 Record shortcuts, undocumented workarounds, skipped controls, repeated deviations, handoff failures, or unstable process conditions that could create inconsistent output.

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: Audit the process where variation can occur. Check what employees do when parameters drift, information is incomplete, or the standard cannot be followed.

6. Equipment, tools, maintenance, calibration, and measurement control

31 Verify equipment, tools, fixtures, gauges, scales, thermometers, sensors, test devices, software, and other quality-critical resources are suitable and serviceable.

QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Trace one measurement back to the device, calibration status, method, tolerance, and recorded result to test the full measurement-control chain.

32 **Check preventive maintenance, cleaning, setup, verification, calibration, validation, or inspection requirements are current for equipment used in the audited process.** CRITICAL

QUALITY AUDIT

RESULT Enter | SPEC / LIMIT Enter | STATUS Record

Execution tip: Trace one measurement back to the device, calibration status, method, tolerance, and recorded result to test the full measurement-control chain.

33 **Confirm calibration or verification status is identifiable and expired, damaged, out-of-tolerance, or unverified measuring equipment is prevented from unintended use.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Trace one measurement back to the device, calibration status, method, tolerance, and recorded result to test the full measurement-control chain.

34 Verify measurement methods, units, tolerances, sampling points, test conditions, and recording practices are consistent with the approved specification.

QUALITY AUDIT

RESULT Enter | SPEC / LIMIT Enter | STATUS Record

Execution tip: Trace one measurement back to the device, calibration status, method, tolerance, and recorded result to test the full measurement-control chain.

35 **Check equipment faults, abnormal readings, repeated adjustments, temporary repairs, or software issues are investigated for possible impact on previously accepted output.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Trace one measurement back to the device, calibration status, method, tolerance, and recorded result to test the full measurement-control chain.

36 Review out-of-calibration findings, overdue maintenance, equipment-related defects, repeated breakdowns, and corrective actions requiring broader preventive action.

QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Trace one measurement back to the device, calibration status, method, tolerance, and recorded result to test the full measurement-control chain.

7. Product or service inspection, sampling, acceptance, release, and final quality

37 **Verify finished product, completed service, customer order, output, or deliverable is inspected against defined acceptance criteria before release where required.** CRITICAL

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: Use risk-based sampling and include both normal output and recent failures so the audit reflects actual performance rather than only best-case examples.

38 Check critical attributes such as identity, quantity, dimensions, appearance, functionality, performance, packaging, labelling, accuracy, completeness, or service outcome as applicable.

QUALITY AUDIT

RESULT Enter | SPEC / LIMIT Enter | STATUS Record

Execution tip: Use risk-based sampling and include both normal output and recent failures so the audit reflects actual performance rather than only best-case examples.

39 Confirm sampling plans, inspection frequency, sample size, test method, acceptance limits, and escalation rules are appropriate to the risk and documented.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Use risk-based sampling and include both normal output and recent failures so the audit reflects actual performance rather than only best-case examples.

40 **Verify failed samples, rejected output, rechecks, retests, reinspection, or additional sampling follow an approved process and cannot be used to hide poor performance.** CRITICAL

QUALITY AUDIT

RESULT Enter | SPEC / LIMIT Enter | STATUS Record

Execution tip: Use risk-based sampling and include both normal output and recent failures so the audit reflects actual performance rather than only best-case examples.

41 **Confirm release, approval, dispatch, handover, or customer delivery occurs only after required quality checks and authorized sign-off are complete.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Use risk-based sampling and include both normal output and recent failures so the audit reflects actual performance rather than only best-case examples.

42 Capture representative evidence of acceptable and failed output so the audit can distinguish isolated defects from broader process or batch issues.

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: Use risk-based sampling and include both normal output and recent failures so the audit reflects actual performance rather than only best-case examples.

8. Traceability, identification, segregation, nonconformity, and containment

43 **Verify materials, batches, lots, products, orders, service cases, records, locations, dates, or responsible employees can be traced to the level required by the process.** CRITICAL

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: Containment should cover the full potentially affected scope. Do not close a quality escape after correcting only the first item that was found.

44 **Check accepted, pending, on-hold, rejected, quarantined, rework, returned, recalled, or otherwise restricted status is clearly identified and physically or digitally controlled.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Containment should cover the full potentially affected scope. Do not close a quality escape after correcting only the first item that was found.

45 **Confirm nonconforming output is prevented from accidental use, dispatch, sale, service completion, or customer handover until authorized disposition is recorded.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Containment should cover the full potentially affected scope. Do not close a quality escape after correcting only the first item that was found.

46 Verify nonconformity records describe the defect, quantity or scope affected, location, evidence, immediate containment, owner, risk, and disposition decision.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Containment should cover the full potentially affected scope. Do not close a quality escape after correcting only the first item that was found.

47 **Check containment covers potentially affected stock, locations, customers, batches, time periods, transactions, or service cases rather than only the first detected failure.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Containment should cover the full potentially affected scope. Do not close a quality escape after correcting only the first item that was found.

48 Review recurring nonconformities, repeated segregation failures, traceability gaps, incorrect dispositions, and quality escapes requiring systemic corrective action.

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: Containment should cover the full potentially affected scope. Do not close a quality escape after correcting only the first item that was found.

9. Corrective action, root cause, complaints, returns, trends, and continual improvement

49 **Verify significant audit findings, recurring defects, customer complaints, returns, quality escapes, supplier failures, and repeated deviations trigger formal corrective action where required.** CRITICAL

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: A corrective action is complete only when effectiveness is verified. Closing an action after implementation alone does not prove recurrence risk has been reduced.

50 **Check root-cause analysis identifies the underlying process, system, training, equipment, supplier, design, communication, or control failure rather than only restating the defect.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: A corrective action is complete only when effectiveness is verified. Closing an action after implementation alone does not prove recurrence risk has been reduced.

51 Confirm corrective actions have a named owner, due date, priority, required resources, containment, expected outcome, and objective evidence for closure.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: A corrective action is complete only when effectiveness is verified. Closing an action after implementation alone does not prove recurrence risk has been reduced.

52 **Verify effectiveness checks confirm the problem has not recurred and that the corrective action did not create new quality or operational risks.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: A corrective action is complete only when effectiveness is verified. Closing an action after implementation alone does not prove recurrence risk has been reduced.

53 Review complaint themes, defect rates, rework, scrap, returns, inspection failures, audit scores, supplier defects, and other quality trends for preventive opportunities.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: A corrective action is complete only when effectiveness is verified. Closing an action after implementation alone does not prove recurrence risk has been reduced.

54 Confirm improvement actions are incorporated into SOPs, training, specifications, process controls, supplier requirements, system rules, or audit criteria when needed.

QUALITY AUDIT

Compliant | Needs action | Critical | EVIDENCE Add

Execution tip: A corrective action is complete only when effectiveness is verified. Closing an action after implementation alone does not prove recurrence risk has been reduced.

10. Audit findings, evidence, scoring, verification, management review, and sign-off

55 **Record every audit finding with the exact process or location, requirement, observed condition, objective evidence, risk, and immediate containment completed.** CRITICAL

QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Use management sign-off to focus on unresolved risk, repeated failures, trends, and system improvements, not only the final audit score.

56 **Classify findings consistently using the approved critical, major, minor, observation, or equivalent method and escalate customer, safety, legal, or systemic quality risks promptly.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Use management sign-off to focus on unresolved risk, repeated failures, trends, and system improvements, not only the final audit score.

57 **Assign each failed audit check to the person or team that controls the fix with priority, due date, proof requirement, escalation path, and verification owner.** CRITICAL

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Use management sign-off to focus on unresolved risk, repeated failures, trends, and system improvements, not only the final audit score.

58 Verify closure using repeat inspection, live evidence, revised records, test results, training proof, calibration records, supplier response, process data, or other objective evidence.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Use management sign-off to focus on unresolved risk, repeated failures, trends, and system improvements, not only the final audit score.

59 Review unresolved findings, repeat failures, quality trends, resource constraints, supplier issues, process instability, and systemic risks with responsible management.

QUALITY AUDIT

Compliant | Partial | Non-compliant | N/A

Execution tip: Use management sign-off to focus on unresolved risk, repeated failures, trends, and system improvements, not only the final audit score.

60 **Record the final audit score, unresolved critical findings, corrective-action status, next audit date, auditor, process owner, approver, date, time, and sign-off.** CRITICAL

QUALITY AUDIT

NAME Enter | DATE / TIME Enter | APPROVAL Sign

Execution tip: Use management sign-off to focus on unresolved risk, repeated failures, trends, and system improvements, not only the final audit score.