INTERNAL AUDIT REPORT — ISO 9001:2026

1. Audit Details

Audit standard	ISO 9001:2026	**Audit type**	Internal audit (transition to ISO 9001:2026)
Audit date	29.10.2026	**Report no.**	
Audit scope	QMS clauses 4 to 7 and 8.1	**Audit checklist**	Quality Audit Checklist (NOV-QMS-F-09)
Audit criteria	ISO 9001:2026, QMS Manual, procedures and forms	**Lead auditor**	
Auditees	Hassan El Shafei (MSC)	**Audit method**	Interviews, document and record review

2. Summary

Major NC	Minor NC	Observation	Total findings
0	3	2	5

The QMS is established and implemented. Context analysis, organization chart, job descriptions, quality objectives, change control, communication matrix, competence and awareness records were found to be conforming. Change request control (NOV-QMS-F-03 / NOV-SOP-QMS-02) is correctly referenced in the QMS Manual. Findings mainly relate to updating the system to the ISO 9001:2026 requirements and to document numbering.

3. Audit Findings

No.	Clause	Category	Finding	Objective Evidence
NC-01	4.2	**Minor NC**	Climate-related requirements of relevant interested parties have not been determined, as required by ISO 9001:2026.	Interested Parties Log NOV_QMS_SOP_F_01c Rev 02 dated 08.09.26, reviewed by Hassan El Shafei — no climate change requirements included.
NC-02	5.2	**Minor NC**	Quality Policy has not been updated to ISO 9001:2026. Quality culture, ethical behaviour, and climate change are not addressed, and the policy still refers to ISO 9001:2015.	Quality Policy NOV-QMS-PoL-01 Rev 03 dated 08.09.26, approved by Abir Al Sharif (CEO).
NC-03	7.5.2 / 7.5.3	**Minor NC**	Documented information is not consistently identified. Document numbers referenced in the QMS Manual do not match the controlled documents, and an obsolete document number is still in use.	a) Customer satisfaction procedure NOV-QMS-QSP-07 Rev 002 (08.09.26) — number in Manual not aligned. b) Risk register NOV-QMS-SOP-F-01a Rev 03 (08.09.26) — number in the Manual is not aligned. c) Documented information procedure NOV-SOP-QMS-03 Rev 02 (08.09.26) — number in the Manual is not aligned.

				d) Customer feedback form still uses old number GPSC-PRC-F-05 Rev 02 (08.09.26); Master List NOV-QMS-F-05 registers it as NOV-PRC-F-01. All other documents were renumbered.
OBS-01	6.1.2 / 6.1.3	**Observation**	Risk register is not yet aligned with ISO 9001:2026, where actions on risks (6.1.2) and on opportunities (6.1.3) are separate requirements. Recommended to maintain risks and opportunities separately (or as clearly separate sections) and to update the version reference.	Risk Register NOV-QMS-SOP-F-01a Rev 03 dated 08.09.26, reviewed by Hassan El Shafei, approved by Abir Al Sharif.
OBS-02	7.5.3	**Observation**	Form numbers registered in the Master List of Documented Information (To be retained) differ from the numbers printed on the forms in use.	Master List NOV-QMS-F-05 (08.09.2026) vs forms in use: • Risk Register: NOV-QMS-F-01a vs NOV-QMS-SOP-F-01a • Internal & External Issues Log: NOV-QMS-F-01b vs NOV-QMS-SOP-F-01b • Interested Parties Log: NOV-QMS-F-01c vs NOV_QMS_SOP_F_01c

4. Conclusion and Follow-up

The QMS is effectively implemented but requires updating to ISO 9001:2026 before the transition audit. Each nonconformity shall be raised on a Non-Conformity Report (NOV-QMS-F-14) and recorded in the NC Register (NOV-QMS-F-15), with correction, root cause, and corrective action submitted within 30 days. Observations should be considered for improvement and reviewed at the next Management Review.

5. Sign-off

	Name	Signature	Date
Lead Auditor			
Auditee / MSC	Hassan El Shafei		
Approved by (CEO)	Abir Al Sharif		