

Please find the below QMS & OHSMS Audit Checklist :

- QHS (QMS & OHSMS) Manual, Policy, Procedures
- Objectives and planning actions/ targets
- Company profile (vision, Mission, organizational chart)/Pre-qualification Doc
- Website link
- ISO responsible personnel details – name and designation (Competency certificates also)
- Key personnel name and designation
- Employer list with a list of technical personnel
- Government approvals (Civil defense, chamber of commerce certificate, classification certificate, ICV, VAT, Waste Management & Disposal Permits)
- Job description of employees
- Awareness training certificates of employees (ISO awareness, First aid, Firefighting, Work at height, IOSH/ NEBOSH etc or any other External or internal trainings)
- Employer evaluation procedure and evaluation records
- Inventory list for raw materials
- ISO Internal Audit Report & ISO Internal auditor's Competency certificate
- license or proofs (Interface screenshot) of software, Firewall, and antivirus
- Medical & Health Insurance details
- Management review meeting record
- Internal SOPs
- Customer feedback/customer survey report
- Customer feedback and complaint handling procedure
- Approved Supplier List & Supplier evaluation, Supplier selection procedure
- Office pictures of departments & Head of Departments, and a picture of the policy display
- HR policies, procedures, and records, WPS system records
- Tools, Equipment, and machinery list and their calibration certificate/Plan, Inspection records/Plan, Infrastructure details, Manual, and maintenance records for machinery – some photos of tools, equipment, and machinery.
- List of ongoing and completed projects/ list of clients, and photos of a few projects
- Strength of the Company

- SWOT analysis report and records
- Needs and expectations of interested parties
- Previous Management System History: if it has been certified previously
- Technical audit details from the government or 3rd party
- Internal Server details
- Condition of the server room and maintenance records (ventilation, security of cables, wires)
- Last External Audit NC and their corrective actions (from QRS)
- Import & Export Details and Certificates& Product Data Sheet (if there)
- Photos of using the QRS logo on company profile/website/letterheads
- IT personnel Competency certificates, JD (if outsourced- Contract or agreement)
- IT handling if in-house personnel -Competency level, CV /if outsource - company details (Contract, details)
- Networking system details (WIFI or LAN) – service provider details/Invoice /bill
- IT-related assets (desktops, Laptops)/IT inventory list
- List of software, licenses s and internal screenshots
- Branch details
- Partnership details
- Data backup and restoration policy, or any IT-related policies and procedures
- Contract or agreement with an outsourced service/Material provider
- Health and medical insurance proofs
- Fire extinguisher picture, / First aid box pictures, Materials list, and expiry dates
- Safety Procedures & Work Instructions
- Applicable law as per Scope (Local Legal Requirements) & Products and Services & Labor Law
Applicable Laws & Legal Registry
- Risk Assessment & Tool Box Meetings records & Photos, Assembly Point Photos, emergency escape plan
- AMC for Inspection & Maintenance of the Safety Equipment
- Procedure for environmental impact and aspects, Environmental Impact and aspects register
- History of Incident and Accident Records & Corrective Actions for the last 3 years & Prevention Measures, and Current Year Status of Safety Performance

- PPE issuance and usage procedures and records
- PPE usage photos
- Emergency response team details
- Emergency Drills & Photos, records, and attendance
- Mock drill reports, attendance and photos
- First aiders
- Hazard analysis, reporting, and hazard control system procedures and records
- Safety signs
- Site photos, training photos