## Description

- Check that all necessary staff have attended awareness training of the quality management system and the changes.

- Check that all staff know how to use the system.

- Check that internal auditors do not audit their own department or work area.

- Check that the results of the internal audits are fed back into the system and lead to improvement of the QMS, the processes and the documents.

- Check that the results of the internal audits are reviewed on top management level and that appropriate action has been taken.

- Check that there is a schedule for internal audits and that it is maintained.

- Check that internal auditing is seen as adding value and part of the continual improvement of the QMS.

- Check that the elements of the standards are implemented in the organization. Elements, such as continual improvement, leadership principles and customer orientation.

- Check that all the procedures have been developed and that the work instructions have been written.

- Check that the result of the management review is functioning well and that all people involved know what is expected from them.

##NOTES: