

Description	Evidence
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.	
<b>NOTES:</b>	