Audit Scoring Criteria

The following scoring criteria determine the conformity level for each question:

Conforms [100]

Requirement fully met. Evidence demonstrates consistent implementation. Continue monitoring.

Minor NC [75]

Partially met. Isolated lapse unlikely to cause system failure. Investigate root cause. Correct within 4 weeks.

Major NC [25]

Not met. Significant risk to system effectiveness, customer satisfaction, or product quality. Immediate containment. Root cause + correction within 1 week. Re-audit in 4 weeks.

Opportunity [75]

Requirement met, but improvement potential exists. Not a non-conformance. Review and implement improvement actions.

SAMPLE

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The Six Worksheets at a Glance

Guidance	Read first. Instructions, scoring criteria, traffic light definitions, and process auditing guidance. Reference only — no data entry.
Master Checklist	Primary data entry. 305 questions with drop-down menus for process name, audit result, root cause, and action plan. Error tracking in column P.
Result Charts	Auto-generated conformity data: clause-by-clause breakdown, process scores, traffic lights, Pareto data, and error counts. Feeds the dashboard.
Process Report	Pivot table: audit results (Conforms, Minor NC, Major NC, OFI) cross-tabulated by process. For management reporting.
Action Report	Pivot table: root causes and action plans with occurrence counts, grouped by Ishikawa 6M category. Filterable by process. Feeds the dashboard.
Question Guidance	Reference sheet with auditor guidance for each of the 305 questions. What evidence to look for and how to assess conformity.

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