Column	Content
F — Audit Result	Finding for this question: Conforms, Minor NC, Major NC, or Opportunity. Select from the drop-down menu.
G — Recommendations	Auto-populated guidance based on the audit result. Read-only.
H — Conforms	Marked with "x" when the result is Conforms. Auto-populated.
I — Minor NC	Marked with "x" when the result is Minor NC. Auto-populated.
J — Major NC	Marked with "x" when the result is Major NC. Auto-populated.
K — OFI	Marked with "x" when the result is Opportunity. Auto-populated.
L — Score	Numerical conformity score (25 = Major NC, 75 = Minor NC or OFI, 100 = Conforms). Auto-calculated.
M — Possible Root-cause	Root cause classification from the Ishikawa 6M categories. Select from the drop-down menu for any non-conformance.
N — Action Plan	Corrective action plan text. Free-text entry for the auditor to specify required actions.
O — Audit Evidence & Notes	Free-text field for recording objective evidence, observations, and auditor notes.
P — Error Tracking	Formula-driven error alerts. Shows "ERROR" if a question has conflicting entries. Header shows total unanswered and error counts. Do NOT edit or delete.

4.2 Audit Scoring Criteria

Finding	Score	Definition
Conforms	100	The requirement is fully met. Evidence demonstrates consistent implementation and maintenance of the process or activity.
Minor NC	75	A minor non-conformance. The requirement is partially met, but the lapse is isolated and does not affect overall system effectiveness. Corrective action required within 4 weeks.
Major NC	25	A major non-conformance. The requirement is not met and poses a significant risk to system effectiveness. Immediate containment required; root cause analysis and correction within 1 week.
Opportunity (OFI)	75	An opportunity for improvement. The requirement is met, but there is potential to enhance the process. Review and implement improvement actions.

4.3 Root Cause Categories

The root cause drop-down in column M uses the Ishikawa (fishbone) 6M classification system. Each category contains multiple specific causes:

Category	Examples
Human	Poor employee involvement, lack of skill or training, did not follow procedures, human error, inadequate management involvement, physically unable to perform task

SAMPLE

Category	Examples
Process	Procedures inadequate, procedure contradictory or confusing, communication failure, process gap between departments, document or instruction gap, audit readiness issue
Materials	Not appropriate for task, expired or obsolete, defective raw material, batch-related problem, supplier problem, lack of raw material
Machinery	Equipment failure, improper installation, inadequate maintenance or calibration, defective equipment, end of life, obsolete
Environment	Hazards not eliminated (used for environmental factors affecting audit outcomes)
Opportunity	Opportunity for improvement (used when finding is OFI rather than a non-conformance)

5. Result Charts Sheet

The Result Charts sheet contains auto-generated summary data and visualisations calculated from the Master Checklist entries. All values update automatically as audit results are entered.

5.1 Conformity by Clause

A summary table (rows 13–20 in the Z–AF column range) breaks down conformity by ISO 9001:2026 clause group:

Data Point	Description
Clause groups	4 Context, 5 Leadership, 6 Planning, 7 Support, 8 Operation, 9 Evaluation, 10 Improvement
Compliant	Count of questions rated Conforms within each clause group
Possible	Total questions assessed within each clause group
Comply %	Compliant ÷ Possible — the conformity percentage
Minor NC / Major NC	Non-conformance counts per clause group
Total NC	Sum of Minor NC + Major NC per clause group

5.2 Process Scores

A process summary table (rows 32–51) shows the conformance score and risk classification for each audited process:

Data Point	Description
Score	Average conformity score across all questions assigned to that process (0 to 1)
Risk level	Derived from the score: High (<60%), Medium (60–84%), Low (≥85%)

5.3 Traffic Light Thresholds

The traffic light system provides an at-a-glance risk assessment for each process:

SAMPLE

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