

Audit Checklist

Findings & Corrective-Action Log

Plan the audit, capture evidence on the spot, and drive every finding to a verified close.



Also available digitally

This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.

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Audit scope / area		Date	
Auditor		Standard / criteria	

Preparation	Done	Open	N/A	Notes
Scope, criteria and objectives defined				
Prior findings and documents reviewed				
Applicable standard confirmed (e.g. ISO 9001 / ISO 19011)				
Audit plan communicated to auditees				

Fieldwork evidence	Conform	NC	N/A	Notes
Process observed in action				
Records and documents verified				
Interviews cross-checked against practice				
Evidence backed by document / record / observation				

Findings register

#	Finding (conformity / minor NC / major NC)	Owner	Due	Verified
1				
2				
3				
4				
5				
6				
7				
8				

Acceptance decision

Rule: A finding closes only when corrective-action effectiveness is verified, not when the action is done.

Open major NCs: _____

Open minor NCs: _____

Outcome: ☐ Conforms ☐ Minor NCs open ☐ Major NCs open

Auditor

Process owner

Name / Signature / Date

Name / Signature / Date