

External Audit Readiness

Evidence Check & Findings Log

Line up the evidence an external auditor will ask for, and close the gaps before they arrive.



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.
Scan to open · flowdit.com

Standard / scheme		Audit date	
Site / scope		Lead contact	

Evidence ready	Ready	Gap	N/A	Notes
Current policies and manual available				
Procedures match what people actually do				
Records complete for the audit period				
Previous findings closed with evidence				
Internal audit completed and logged				
Management review minutes on file				
Training and competency records current				
Corrective-action log up to date				

Open gaps to close before the audit

Severity: C = Critical, M = Major, L = Minor

#	Gap	Sev.	Owner	Due	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Acceptance decision

Rule: no Critical (C) gap stays open going into an external audit.

Readiness: ☐ Ready ☐ Ready with actions ☐ Not ready

Quality / EHS lead

Management

Name / Signature / Date

Name / Signature / Date