

ISO/IEC 17025 Internal Audit Checklist

A free starter checklist for laboratory internal audits

Use this checklist to plan and conduct an internal audit against the key clauses of ISO/IEC 17025:2017. Tick each item as objective evidence is verified. This is a starter version — the complete HawkInc bundle includes the full clause-by-clause audit programme, evidence logs and non-conformity tracking.

Clause 4 — General Requirements

- Impartiality risks identified, monitored and mitigated
- Confidentiality arrangements documented and enforced

Clause 5 — Structural Requirements

- Legal entity and management structure defined
- Scope of laboratory activities documented
- Responsibilities and authorities assigned

Clause 6 — Resource Requirements

- Personnel competence records and authorizations current
- Facilities and environmental conditions controlled and monitored
- Equipment calibrated, uniquely identified and within status
- Metrological traceability established for measurements
- Externally provided products and services evaluated

Clause 7 — Process Requirements

- Review of requests, tenders and contracts performed
- Methods selected, verified/validated and controlled
- Sampling procedures defined where applicable
- Handling of test/calibration items controlled
- Technical records complete, legible and retained
- Measurement uncertainty evaluated

- Ensuring validity of results (QC, PT participation)
- Reporting of results accurate, clear and objective
- Complaints process defined
- Nonconforming work controlled
- Control of data and information management

Clause 8 — Management System Requirements

- Management system documentation controlled
- Control of records maintained
- Actions to address risks and opportunities in place
- Improvement, corrective action and internal audit functioning
- Management reviews conducted with required inputs/outputs

Disclaimer: This free checklist is an educational starting point and does not replace the full standard, formal training, or advice from your accreditation body.