

ISO 17025 Audit Preparation Checklist

Practical checklist for small labs preparing for ISO/IEC 17025 audits

30 Days Before Audit

- Confirm audit scope (activities, methods, locations).
- Freeze document versions for the audit window.
- Assign clause owners and backup owners.
- Build evidence index (what, where, owner, status).
- Run initial internal gap review against current procedures.

15 Days Before Audit

- Run focused internal audit on weak areas.
- Verify calibration and traceability records are complete.
- Confirm staff competency and authorization records are current.
- Prepare sample job files for walkthrough.
- Rehearse likely auditor interview questions by role.

7 Days Before Audit

- Lock final evidence pack structure and ownership.
- Validate retrieval speed for key records.
- Run management brief on open risks and mitigations.
- Confirm logistics: rooms, contacts, schedule, access.
- Prepare daily debrief template for audit days.

Clause-Aligned Preparation Checks

- Organization and impartiality controls are current.
- Personnel competency matrix and training evidence are complete.
- Methods are current and uncertainty approach is documented.
- Decision rules for conformity are defined where required.
- Nonconforming work handling is traceable.
- Internal audit, CAPA, and management review records are ready.

Core Evidence Pack

- Controlled procedures and method files.
- Equipment and calibration records.
- Competency and authorization records.
- Internal audit and corrective action evidence.
- Management review outputs and risk follow-up.
- Sample reports with supporting source records.

Common Audit Findings to Prevent

- Document control drift and version confusion.
- Incomplete or inconsistent records.
- Weak corrective action closure without effectiveness checks.
- Inconsistent decision-rule application between staff members.
- Calibration traceability gaps for critical assets.