

Index the evidence

Audit evidence & document register

Choose records relevant to your scope and applicable obligations. This suggested register is not an exhaustive legal or ISO document list and completing it does not demonstrate conformity.

Organisation / site / audit scope:

Register owner / issue / review date:

Record / document	ID / version / location	Owner / review due	Gap / action
Asset and service records			
Approved cleaning and completed logs			
Site risk / water / food safety records			
Training and handover			
Supplier / product evidence			
Corrective action and review			
Other scope-specific evidence			

Retention / access / obsolete-version arrangements:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): ISO: management systems and certification

Prepare for an evidence review

Audit evidence & document register

Use actual completed records, not only blank templates. The reviewer decides whether evidence is adequate. Check the standard edition, amendments and certification scope with the relevant adviser or certification body.

Review / audit date / scope / reviewer:

Check	Evidence / gap	Action owner / due
Correct asset and site identified		
Current approved instructions accessible		
Recent records complete and credible		
Missed checks and overdue work addressed		
Staff understand their responsibilities		
Actions verified, not merely marked done		

Priorities to resolve before review:

Reviewed by / date / next action review:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): ISO: management systems and certification