

# GSDC

GLOBAL SKILL DEVELOPMENT COUNCIL

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TOOLKIT FIELD GUIDE

# ISO 9001 Lead Auditor

## The Full Toolkit Index & Sample Templates

A complete, organised index of 50+ checklists, templates, SOPs and tools — plus sample artifacts you can see in full: an audit checklist and a gap analysis template. Includes the 9-module syllabus and exam blueprint, and a map of how every artifact connects to the ISO 9001:2015 clauses.



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28-Page Field Guide • 50+ Artifacts • Clause-Mapped • 2026 Edition

# Everything in the toolkit, indexed

A great audit isn't improvised — it runs on documents. This index is the map to every checklist, template, SOP and tool in the toolkit, organised into eight families, with sample artifacts shown in full and a clear line from each tool to the ISO 9001:2015 clause it supports.

- |   |  |   |   |
|---|--|---|---|
| 1 | The toolkit at a glance — the eight families                 | 4 | The full 9-module syllabus & exam blueprint         |
| 2 | The complete index — 50+ checklists, templates, SOPs & tools | 5 | How each artifact maps to the ISO 9001:2015 clauses |
| 3 | Sample templates — audit checklist & gap analysis            | + | Audit workflow, FAQ, glossary & quick-start         |

50+

## What's in the toolkit

Eight families of artifacts — audit execution, clause checklists, SOP templates, forms & records, gap analysis, improvement/CAPA, management & governance, and exam-prep aids — covering the full QMS and audit lifecycle.

**How to read this index:** each item shows the artifact name and the clause it most supports. Two artifacts are reproduced in full in Section 3 so you can see the level of detail.

## SECTION 1

# The Toolkit at a Glance

*Eight families, 50+ artifacts, full lifecycle coverage*

The toolkit is organised so you can always find the right document for the moment — whether you're planning an audit, writing a finding, closing a nonconformity, or preparing for the exam.

**A · Audit execution & planning**

Programme, plan, checklists, evidence logs, report & follow-up.

**B · Clause-by-clause checklists**

One focused checklist for each of Clauses 4–10.

**C · SOP / procedure templates**

The documented procedures a QMS runs on.

**D · Forms & records templates**

Policy, objectives, registers, matrices & surveys.

**E · Gap analysis & readiness**

Self-assessments & certification-readiness checklists.

**F · Improvement, CAPA & risk**

NCRs, root-cause, risk register & improvement logs.

**G · Management & governance**

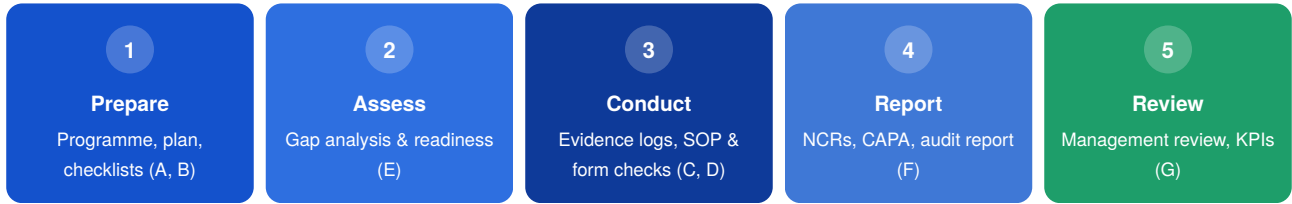
Reviews, KPIs, process maps & context analysis.

**H · Exam-prep & learning aids**

Cheat sheets, practice exams & scenario packs.

## How the toolkit maps to the audit lifecycle

Every family lines up with a stage of the work. Read left to right: the tools you reach for, in the order you'll use them.



The exam-prep family (H) sits alongside the whole journey — the cheat sheets and practice exams that turn the toolkit into exam readiness.

**Clause coverage:** taken together, the eight families touch every clause of ISO 9001:2015 — the coverage matrix in Section 5 shows exactly how.

**50% OFF** **The full toolkit ships with the program.** This index shows what's inside; enrolment in the Certified ISO 9001:2015 Lead Auditor program gives you the editable artifacts themselves. Start here. [Enroll Now >](#)

RELATED TO THIS TOOLKIT · [BEGIN NOW](#)



## Audit Execution & Planning

8 tools

**01 Annual audit programme** CI. 9.2

Year's planned audits, scope &amp; schedule

**03 Opening meeting agenda** —

Confirm scope, plan &amp; logistics

**05 Audit notes / evidence log** —

Dated, traceable evidence capture

**07 Audit report template** CI. 9.2

Summary, findings, conclusion, sign-off

**02 Individual audit plan** CI. 9.2

Objectives, scope, criteria, timetable

**04 Master audit checklist** CI. 4–10

Clause-mapped questions &amp; prompts

**06 Closing meeting agenda** —

Present findings &amp; agree actions

**08 Follow-up & verification log** CI. 10.2

Track corrective actions to closure

*The backbone of any audit — from the annual plan to verified closure.*



## Clause-by-Clause Checklists

7 tools

**09 Clause 4 checklist** CI. 4

Context, interested parties, scope

**11 Clause 6 checklist** CI. 6

Risks, objectives, change planning

**13 Clause 8 checklist** CI. 8

Operation &amp; supplier control

**15 Clause 10 checklist** CI. 10

Nonconformity &amp; improvement

**10 Clause 5 checklist** CI. 5

Leadership, policy, roles

**12 Clause 7 checklist** CI. 7

Resources, competence, documents

**14 Clause 9 checklist** CI. 9

Monitoring, internal audit, review

**Why split by clause:** focused per-clause checklists let you (or a team) divide an audit cleanly and ensure nothing in Clauses 4–10 is missed.



# SOP / Procedure Templates

8 tools

**16 Control of documented information** CI. 7.5

Document & record control

**17 Internal audit procedure** CI. 9.2

How internal audits are run

**18 Management review procedure** CI. 9.3

Inputs, cadence & outputs

**19 Control of nonconforming output** CI. 8.7

Handling non-conforming work

**20 Corrective action procedure** CI. 10.2

Root cause & action workflow

**21 Competence & training** CI. 7.2

Determining & recording competence

**22 Control of external providers** CI. 8.4

Supplier evaluation & control

**23 Customer feedback & complaints** CI. 9.1.2

Capturing satisfaction signals

### Get every SOP template, ready to adapt.

LIMITED TIME

Stop building procedures from a blank page. Enrol now to access the full set of editable SOP templates — enrolment is open for a limited window.

ENROLMENT OPEN FOR A LIMITED WINDOW

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## Forms & Records Templates

8 tools

**24 Quality policy template** CI. 5.2

Top-level intent &amp; commitment

**26 Document master register** CI. 7.5

Controlled-document index

**28 Training / competence matrix** CI. 7.2

Who's qualified for what

**30 Calibration / equipment register** CI. 7.1.5

Monitoring &amp; measuring resources

**25 Quality objectives tracker** CI. 6.2

Measurable targets &amp; progress

**27 Records retention schedule** CI. 7.5

What to keep &amp; for how long

**29 Supplier evaluation form** CI. 8.4

Score &amp; approve providers

**31 Customer satisfaction survey** CI. 9.1.2

Structured feedback capture

*The everyday records that prove a QMS is actually operating, not just documented.*



## Gap Analysis & Readiness

6 tools

**32 ISO 9001:2015 gap analysis** CI. 4–10

Find gaps against every clause

**33 Clause-readiness self-assessment** CI. 4–10

Rate conformity by clause

**34 Implementation checklist** All

Build-out task list for a QMS

**35 Certification-readiness checklist** All

Are you ready for the audit?

**36 Stage 1 readiness (documentation)** CI. 7.5

Documentation completeness

**37 Stage 2 readiness (implementation)** CI. 8–10

Operational evidence in place

**Sampled in Section 3:** the gap analysis template (item 32) is reproduced in full so you can see exactly how it scores conformity clause by clause.



## Improvement, CAPA & Risk

7 tools

**38 Nonconformity report (NCR)** CI. 10.2

Requirement, evidence, action

**40 Root cause analysis worksheet** CI. 10.2

5 Whys / fishbone

**42 Continual improvement log** CI. 10.3

Track improvement initiatives

**44 Action item / task tracker** —

Owners, due dates &amp; status

**39 CAPA tracker** CI. 10.2

Corrective/preventive actions

**41 Risk & opportunity register** CI. 6.1

Determine &amp; address risk

**43 Lessons-learned template** CI. 10.3

Capture &amp; reuse insight

*Everything you need to turn a finding into a closed, root-caused improvement.*

FAMILY G · 45-50



# Management & Governance

6 tools

**45 Management review pack** CI. 9.3  
Agenda & minutes template

**46 KPI / quality dashboard** CI. 9.1  
Track quality metrics

**47 Process map (turtle diagram)** CI. 4.4  
Inputs, outputs, controls

**48 Context & interested parties** CI. 4.1-4.2  
Issues & stakeholder analysis

**49 Internal communication plan** CI. 7.4  
Who needs to know what

**50 QMS scope statement** CI. 4.3  
Define system boundaries

## Equip yourself with the complete toolkit.

50% OFF

Governance templates, dashboards and process maps included — the full Certified ISO 9001:2015 Lead Auditor toolkit. Claim half-price enrolment now.

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# Exam-Prep & Learning Aids

6 tools

**51 ISO 9001 clause map cheat sheet** Cl. 4–10  
One-page clause reference

**52 PDCA quick-reference card** —  
Plan-Do-Check-Act at a glance

**53 7 principles summary sheet** —  
The QM principles, distilled

**54 Practice exam set** —  
Scenario-style questions

**55 Auditor terminology glossary** —  
Speak the language fluently

**56 Capstone audit scenario pack** Cl. 4–10  
Full end-to-end practice

**56**  
artifacts indexed

**8**  
families

**4–10**  
clauses covered

**2**  
shown in full next

*That's the complete index — 56 artifacts across eight families. Two are reproduced in full in Section 3.*

## SECTION 3

# Sample Templates

Two artifacts, shown in full

**SAMPLE · ITEM 04**

## ISO 9001 audit checklist (clause-mapped)

A working extract showing the format: each row pairs a clause with what to ask and the evidence that proves the answer. Result is recorded as C (conformity), O (observation) or NC (nonconformity).

Cl.	What to ask	Evidence to look for	Result
4.3	Is the QMS scope defined & appropriate?	Documented scope statement	C
4.4	Are processes & their interactions determined?	Process map / turtle diagrams	C
5.2	Is there a quality policy owned by top management?	Signed, communicated policy	C
6.1	Are risks & opportunities determined & addressed?	Risk register, actions	O
6.2	Are quality objectives measurable & tracked?	Objectives with targets & data	C
7.1.5	Is monitoring & measuring equipment controlled?	Calibration register	C
7.2	How is competence determined & recorded?	Training matrix & records	C

Continued on the next page (Clauses 7.5–10).

**SAMPLE · ITEM 04 (CONTINUED)**

**Audit checklist — Clauses 7.5–10**

Cl.	What to ask	Evidence to look for	Result
7.5	Is documented information controlled?	Master list, version control	C
8.4	How are external providers controlled?	Approved-supplier list, evaluations	O
8.6	Is release of products/services evidenced?	Inspection & release records	NC
8.7	Is nonconforming output controlled?	NC records & disposition	C
9.2	Is the internal audit programme implemented?	Audit schedule & reports	C
9.3	Are management reviews conducted?	Review minutes & actions	C
10.2	Are nonconformities resolved at root cause?	CAPA records with verification	O



**Want the editable version of this checklist?**

**48-HOUR OFFER** The full clause-mapped checklist — and 55 more artifacts — come with the program. Enrol now; this offer is open for the next 48 hours.  
OFFER VALID FOR 48 HOURS ONLY

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## SAMPLE · ITEM 32

## ISO 9001:2015 gap analysis template

The gap analysis rates current conformity against each clause on a simple scale, so an organisation can see at a glance where work is needed before certification.

### Scoring scale

**0** — Not started / no evidence

**1** — Partial / informal

**2** — Mostly in place, gaps remain

**3** — Fully conforming, evidenced

Clause	Area	Score	Gap / action needed
4	Context of the organisation	3	None — scope & context documented
5	Leadership	3	None — policy & roles in place
6	Planning	2	Formalise the risk register
7	Support	2	Complete the training matrix
8	Operation	1	Standardise incoming-inspection records

*Clauses 9–10 and the readiness summary continue on the next page.*

**SAMPLE · ITEM 32 (CONTINUED)**

**Gap analysis — remaining clauses & summary**

Clause	Area	Score	Gap / action needed
9	Performance evaluation	2	Run a full internal audit cycle
10	Improvement	3	None — CAPA process effective

**Readiness summary**

Overall conformity



Status	Clauses	Priority
Conforming (3)	4, 5, 10	Maintain
Minor gaps (2)	6, 7, 9	Close before audit
Significant gap (1)	8	Address first

**How to read it:** the lowest-scoring clauses are where certification is most at risk — here, Clause 8 (operation) needs attention before booking the audit.

SAMPLE · ITEMS 38 &amp; 07

## NCR & audit report — at a glance

Two more artifacts you'll use constantly — the nonconformity report and the audit report skeleton.

NCR No. sample	Classification	Minor	Clause 8.6
<b>Requirement</b>	Cl. 8.6 — retain documented information on release, incl. evidence of conformity.		
<b>Statement of NC</b>	Inspection records missing for 3 of 10 sampled deliveries; release evidence not retained.		
<b>Corrective action</b>	Root-cause review; revise procedure; brief staff (within 30 days).		

<b>Audit report — sections</b>	Scope · criteria · summary · findings table · conclusion · sign-off
<b>Findings table</b>	Each finding tied to a clause, evidence & classification
<b>Conclusion</b>	Overall conformity judgement & corrective-action timeline

*Both templates — and the other 54 — are part of the program toolkit.*

## SECTION 4

# The 9-Module Syllabus

*Where you learn to use every tool*

The toolkit isn't a pile of files — it's taught and applied across nine self-paced modules, so you know not just what each artifact is but exactly when and how to use it.

**1****QM Fundamentals**

QMS basics, the 7 principles & the intent of ISO 9001.

**2****The Standard & Structure**

Annex SL, Clauses 1–3 & navigating the standard.

**3****Process Approach, PDCA & Risk**

The mental models behind every checklist.

**4****Clauses 4–10 in Depth**

Every requirement — and the artifacts that evidence it.

**50% OFF****The toolkit is built into the syllabus.**

Every artifact in this index is taught and applied across the 9-module program. Claim half-price enrolment and learn to use the whole toolkit properly.

**TOOLKIT & MODULES INCLUDED · HALF PRICE**

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## Modules 5–9

**5****Audit Principles & Programme Management**

Using Family A &amp; G tools to plan and govern audits.

**6****Planning & Conducting the Audit**

Applying the checklists, evidence logs &amp; gap analysis.

**7****Findings, NCRs & Reporting**

Using Family F tools to write up &amp; close findings.

**8****Case Studies & Capstone**

The scenario pack (item 56) — the toolkit in action.

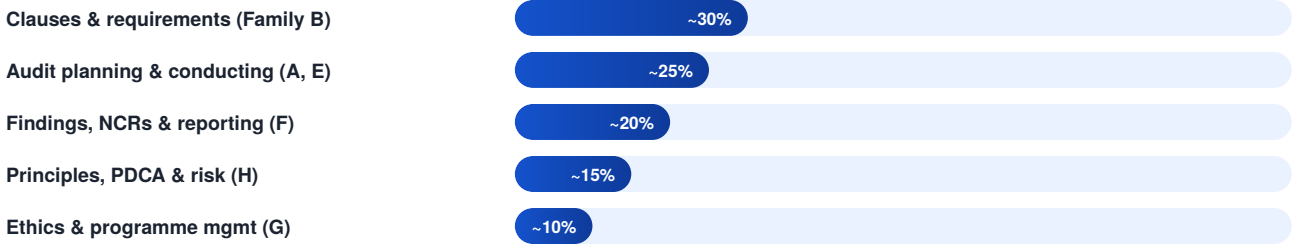
**9****Exam Preparation & Practice**

Cheat sheets &amp; practice exams (Family H).

**The connection:** each module pulls directly from the toolkit families in this index — so by the end you've used every artifact at least once.

## The exam blueprint

The GSDC exam is online, taken when you're ready, and built around **scenario-based multiple choice**. The approximate weighting shows where the toolkit families pay off most.

**FORMAT**

Online, scenario MCQ

**PREREQUISITES**

None mandatory

**VALIDITY**

5 years, worldwide

*Indicative weighting; the heaviest areas are the clauses and the act of auditing.*

## SECTION 5

# Artifact-to-Clause Map

*How each tool supports the standard*

Every artifact exists to help demonstrate a requirement. Here is the map for Clauses 4–7 — the planning and support half of the standard.

Cl.	Requirement area	Key supporting artifacts
4	Context & scope	Context analysis (48), scope statement (50), process map (47)
5	Leadership	Quality policy (24), clause 5 checklist (10)
6	Planning	Risk register (41), objectives tracker (25), clause 6 checklist (11)
7	Support	Document register (26), training matrix (28), calibration register (30)

*Clauses 8–10 continue on the next page.*

## Master the standard, tool by tool.

LIMITED-TIME

Knowing which artifact evidences which clause is what makes an auditor effective. Earn the credential that proves it — limited-time enrolment open now.

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## Artifact-to-clause map — Clauses 8–10

Cl.	Requirement area	Key supporting artifacts
8	Operation	Supplier evaluation (29), control of NC output SOP (19), clause 8 checklist (13)
9	Performance evaluation	Audit programme (01), KPI dashboard (46), management review pack (45)
10	Improvement	NCR (38), CAPA tracker (39), root-cause worksheet (40), improvement log (42)

## Audit-lifecycle quick map

Stage	Families used	Sample artifacts
Prepare	A, B	Audit plan, clause checklists
Assess	E	Gap analysis, readiness checklist
Conduct	C, D	SOPs, registers, evidence log
Report	F	NCR, CAPA, audit report
Review	G	Management review, KPI dashboard

## Coverage matrix — families × clauses

At a glance: which toolkit family supports which clause. Together, the eight families cover every clause of ISO 9001:2015.

Family	Cl.4	Cl.5	Cl.6	Cl.7	Cl.8	Cl.9	Cl.10
A · Audit execution	.	.	.	.	✓	✓	✓
B · Clause checklists	✓	✓	✓	✓	✓	✓	✓
C · SOP templates	.	.	.	✓	✓	✓	✓
D · Forms & records	.	✓	✓	✓	✓	✓	.
E · Gap analysis	✓	✓	✓	✓	✓	✓	✓
F · Improvement/CAPA	.	.	✓	.	✓	.	✓
G · Management	✓	✓	.	✓	.	✓	.
H · Exam-prep	✓	✓	✓	✓	✓	✓	✓

✓ = directly supports that clause. Every clause is covered by multiple families.

## Using the toolkit during a real audit

The index makes most sense in motion. Here is the order an auditor actually pulls the artifacts — from the brief to the closed report.

1

**Scope it**

Scope statement (50) + context analysis (48) define the boundaries

2

**Plan it**

Audit programme (01) → audit plan (02) → clause checklists (09–15)

3

**Assess readiness**

Gap analysis (32) flags weak clauses before you start

4

**Gather evidence**

Evidence log (05) against SOPs (16–23) & records (24–31)

5

**Write it up**

NCR (38) + root cause (40) → audit report (07)

6

**Close the loop**

CAPA tracker (39) & follow-up log (08) verify corrective action

**The payoff:** with the toolkit, an audit becomes a repeatable process — not a scramble. That consistency is exactly what certification bodies look for in a lead auditor.

## Frequently asked questions

### Are these artifacts editable?

The program toolkit provides editable templates you can adapt to your organisation. This guide is the index and sample set so you can see what's included.

### Do I need all 56 for every audit?

No — you pull the ones the audit's scope requires. The lifecycle map on the previous page shows the typical core set.

### Do the templates suit any industry?

Yes. ISO 9001 is sector-neutral, and the artifacts are generic frameworks you tailor to manufacturing, services, healthcare and beyond.

### How do the tools relate to the exam?

The exam tests applying the standard; the artifacts are how the standard is applied in practice, so working with them directly builds exam readiness.

### Is the certification valid worldwide?

Yes — five years, worldwide, with renewal through CPD or a renewal exam.

#### **An index is useful — the editable toolkit is transformative.**

**50% OFF**

Turn this index into 56 ready-to-use artifacts. Claim half-price enrolment on the Certified ISO 9001:2015 Lead Auditor program today.

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## Toolkit glossary

The terms behind the artifacts, in plain English.

**SOP** — Standard Operating Procedure; a documented method for carrying out a process.

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**Checklist** — structured prompts that ensure consistent, complete coverage during an audit.

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**Gap analysis** — a comparison of current practice against the standard to reveal what's missing.

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**NCR** — Nonconformity Report; the formal record of a requirement not being met.

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**CAPA** — Corrective and Preventive Action; how nonconformities are resolved and prevented.

---

**Root cause analysis** — finding the underlying reason for a problem (e.g. 5 Whys, fishbone).

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**Risk register** — a log of risks and opportunities and the actions taken to address them.

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**Turtle diagram** — a process-mapping format showing inputs, outputs, resources & controls.

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**Management review** — leadership's periodic review of the QMS's performance and direction.

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**Documented information** — the 2015 term for documents (maintained) and records (retained).

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**Objective evidence** — verifiable facts that support an audit finding.

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**Readiness checklist** — a pre-audit tool confirming an organisation is prepared to be certified.

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## Toolkit quick-start

New to the toolkit? Start with these five artifacts — they cover the essentials of a first internal audit and unlock the value of the rest.

### Learn the shape

- 2713 Clause map cheat sheet (51)
- 2713 DCA quick-reference (52)
- 2713 Skim the master checklist (04)

### Try it on paper

- 2713 Run a gap analysis (32) on a process you know
- 2713 Draft one audit plan (02)
- 2713 Write one practice NCR (38)

### Do it for real

- 2713 Support an internal audit using the checklist
- 2713 Log evidence (05) as you go
- 2713 Produce a short audit report (07)

**Five artifacts, one real audit.** Once you've used these in anger, the other 51 stop being a list and start being your working kit.

## GSDC

### 56 artifacts, eight families, one complete audit toolkit.

You've got the full index, two sample templates shown in detail, the 9-module syllabus and exam blueprint, and a clear map of how every artifact connects to ISO 9001:2015. Everything here is yours to build on.

#### Next steps & resources

**Explore the toolkit**

The full set of audit tools & resources.

**Enrol in the program**

Self-paced, globally recognised, toolkit included.

**Grab the free toolkit**

BOK, gap-analysis template & cheat sheet.

**Talk to an advisor**

Questions about the toolkit or the path? Ask.

**Turn the index into your toolkit.****OFFER ENDS SOON**

You've seen all 56 artifacts and how they map to the standard. The editable toolkit comes with the program. Join the Certified ISO 9001:2015 Lead Auditor program — this offer closes in 48 hours.

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