

Auditing Management System's Common Terms and Definitions

Audit:

Systematic, independent and documented process for obtaining objective evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

Combined Audit:

Audit carried out together at a single auditee on two or more management systems

Joint audit:

Audit carried out at a single auditee by two or more auditing organizations

Audit Programme:

Arrangements for a set of one or more audits planned for a specific time frame and directed towards a specific purpose

Audit Scope:

Extent and boundaries of an audit

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Audit Plan:

Description of the activities and arrangements for an *audit*

Audit Criteria:

Set of *requirements* used as a reference against which *objective evidence* is compared

Objective evidence:

Data supporting the existence or verity of something

Audit Evidence:

Records, statements of fact or other information, which are relevant to the *audit criteria* and verifiable

Audit Findings:

Results of the evaluation of the collected *audit evidence* against *audit criteria*

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Audit Conclusion:

Outcome of an *audit*, after consideration of the audit objectives and all *audit findings*

Audit Client:

Organization or person requesting an *audit*

Auditee:

Organization as a whole or parts thereof being audited

Audit Team:

One or more persons conducting an *audit*, supported if needed by *technical experts*

Auditor:

Person who conducts an *audit*

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Technical Expert:

Person who provides specific knowledge or expertise to the *audit team*

Observer:

Individual who accompanies the *audit team* but does not act as an *auditor*

Management System:

Set of interrelated or interacting elements of an organization to establish policies and objectives, and *processes* to achieve those objectives

Risk:

Effect of uncertainty

Conformity:

Fulfilment of a *requirement*

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Nonconformity:

Non-fulfilment of a *requirement*

Competence:

Ability to apply knowledge and skills to achieve intended results

Requirement:

Need or expectation that is stated, generally implied or obligatory

Process:

Set of interrelated or interacting activities that use inputs to deliver an intended result

Performance:

Measurable result

Effectiveness:

Extent to which planned activities are realized and planned results achieved

Reference:

ISO 19011: 2018

Guidelines for Auditing Management Systems

Thank you!

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