|  |  |
| --- | --- |
| BAU EPD M-DOCUMENT 21 Template internal audits |  |
| date: 2022-04-20  Version 1.0 |  |

Template internal Audits

Audit plan conformity assessment programme for EPDs

**Tracking of versions**

|  |  |  |
| --- | --- | --- |
| **Version** | **Comment** | **date** |
| 1.0 | Introduction of version numbers, complete revision and adaptation of the document, renaming of document title to fulfil requirements on an accredited body as per ISO 17065 | 2022-04-20 |
|  |  |  |

Inhalt

[Audit information 5](#_Toc101364099)

[1 General information 6](#_Toc101364100)

[1.1 Persons attending the audit (Name/s) 6](#_Toc101364101)

[1.2 Report created by team of auditors: (Name/s) 6](#_Toc101364102)

[1.3 Date and time of auditing 6](#_Toc101364103)

[1.4 Used auditing techniques 6](#_Toc101364104)

[1.5 Basis documents for audit – criteria for audit 6](#_Toc101364105)

[2 Scope of accreditation 7](#_Toc101364106)

[2.1 Existing scope of accreditation 7](#_Toc101364107)

[2.1.1 Information on existing scope of accreditation 7](#_Toc101364108)

[2.1.2 Projects completed under existing scope of accreditation 7](#_Toc101364109)

[2.2 Changes in scope of accreditation applied for by the CAB (Extensions, withdrawals of procedures or other adaptations) 7](#_Toc101364110)

[2.3 Audited probes of procedures 7](#_Toc101364111)

[2.3.1 Procedures under existing scope of accreditation 7](#_Toc101364112)

[2.3.2 Procedures under proposed or changed scope of accreditation 7](#_Toc101364113)

[3 Effectiveness of actions set for repair of non-conformities 8](#_Toc101364114)

[4 General requirements 9](#_Toc101364115)

[4.1 Legal and contractual matters 9](#_Toc101364116)

[4.2 Management of impartiality 9](#_Toc101364117)

[4.3 Liability and financing 9](#_Toc101364118)

[4.4 Non-discriminatory conditions 9](#_Toc101364119)

[4.5 Confidentiality 9](#_Toc101364120)

[4.6 Publicly available information 9](#_Toc101364121)

[5 Structural requirements 10](#_Toc101364122)

[5.1 Organizational structure and top management 10](#_Toc101364123)

[5.2 Mechanism for safeguarding impartiality 10](#_Toc101364124)

[6 Resource requirements 11](#_Toc101364125)

[6.1 Certification body personnel 11](#_Toc101364126)

[6.2 Ressources for evaluation 11](#_Toc101364127)

[7 Process requirements 12](#_Toc101364128)

[7.1 General 12](#_Toc101364129)

[7.2 Application 12](#_Toc101364130)

[7.3 Application review 12](#_Toc101364131)

[7.4 Evaluation 12](#_Toc101364132)

[7.5 Review 12](#_Toc101364133)

[7.6 Certification decision 12](#_Toc101364134)

[7.7 Certification documentation 12](#_Toc101364135)

[7.8 Directory of certified products 12](#_Toc101364136)

[7.9 Surveillance 12](#_Toc101364137)

[7.10 Changes affecting certification 12](#_Toc101364138)

[7.11 Termination, reduction, suspension or withdraw of certification 12](#_Toc101364139)

[7.12 Records 13](#_Toc101364140)

[7.13 Complaints and appeals 13](#_Toc101364141)

[8 Management System Requirements 14](#_Toc101364142)

[8.1 Options 14](#_Toc101364143)

[8.2 General Management system documentation 14](#_Toc101364144)

[8.3 Control of documents 14](#_Toc101364145)

[8.4 Control of records 14](#_Toc101364146)

[8.5 Management review 14](#_Toc101364147)

[8.6 Internal Audits 14](#_Toc101364148)

[8.7 Corrective actions 14](#_Toc101364149)

[8.8 Preventive actions 14](#_Toc101364150)

[9 Information on other requirements to be fulfilled by the CAB 15](#_Toc101364151)

[9.1 Based on laws affecting the CAB 15](#_Toc101364152)

[9.2 Use of the accreditation label 15](#_Toc101364153)

[9.3 Liability insurance 15](#_Toc101364154)

[9.4 Requirements as per §12 AkkG 2012 in the current version 15](#_Toc101364155)

[9.5 Inplementation of the applicable documents of EA, ILAC and Akkreditierung Austria 15](#_Toc101364156)

[9.6 Sites - activities 15](#_Toc101364157)

# Audit information

Institution and address Bau EPD GmbH

Seidengasse 13

1070 Wien

Conformity assessment body under audit

AA Identification number of CAB 0966

Type of audit internal audit

Venue of audit Seidengasse 13, 1070 Wien

Auditor

Date of reporting dd.mm.yyyy

Accreditation programme product certification

Harmonised standard for accreditation EN ISO/IEC 17065:2012

# 1 General information

## Persons attending the audit (Name/s)

## Report created by team of auditors: (Name/s)

## Date and time of auditing

dd.mm.yyyy

From 00:00 to 00:00 Uhr

## Used auditing techniques

## 1.5 Basis documents for audit – criteria for audit

# 2 Scope of accreditation

## 2.1 Existing scope of accreditation

### 2.1.1 Information on existing scope of accreditation

### 2.1.2 Projects completed under existing scope of accreditation

## 2.2 Changes in scope of accreditation applied for by the CAB (Extensions, withdrawals of procedures or other adaptations)

## 2.3 Audited probes of procedures

### 2.3.1 Procedures under existing scope of accreditation

### 2.3.2 Procedures under proposed or changed scope of accreditation

# 3 Effectiveness of actions set for repair of non-conformities

# 4 General requirements

## 4.1 Legal and contractual matters

## 4.2 Management of impartiality

## 4.3 Liability and financing

## 4.4 Non-discriminatory conditions

## 4.5 Confidentiality

## 4.6 Publicly available information

# 5 Structural requirements

## 5.1 Organizational structure and top management

## 5.2 Mechanism for safeguarding impartiality

# 6 Resource requirements

## 6.1 Certification body personnel

## 6.2 Resources for evaluation

# 7 Process requirements

## 7.1 General

## 7.2 Application

## 7.3 Application review

## 7.4 Evaluation

## 7.5 Review

## 7.6 Certification decision

## 7.7 Certification documentation

## 7.8 Directory of certified products

## 7.9 Surveillance

## 7.10 Changes affecting certification

## 7.11 Termination, reduction, suspension or withdraw of certification

## 7.12 Records

## 7.13 Complaints and appeals

# 8 Management System Requirements

## 8.1 Options

## 8.2 General Management system documentation

## 8.3 Control of documents

## 8.4 Control of records

## 8.5 Management review

## 8.6 Internal Audits

## 8.7 Corrective actions

## 8.8 Preventive actions

# 9 Information on other requirements to be fulfilled by the CAB

## 9.1 Based on laws affecting the CAB

## 9.2 Use of the accreditation label

## 9.3 Liability insurance

## 9.4 Requirements as per §12 AkkG 2012 in the current version

## 9.5 Implementation of the applicable documents of EA, ILAC and Akkreditierung Austria

## 9.6 Sites - activities