

# 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

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## 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 Auditor	Seidengasse 13, 1070 Wien
Date of reporting	dd.mm.yyyy
Accreditation programme	product certification
Harmonised standard for accreditation	EN ISO/IEC 17065:2012

## 1 General information

### 1.1 Persons attending the audit (Name/s)

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

### 1.3 Date and time of auditing

dd.mm.yyyy

From 00:00 to 00:00 Uhr

### 1.4 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**

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## 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