

Compliance Verification Audit Report

Matrix Format

No.	Standard/Clause	Requirement	Audit Evidence	Compliance Status	Remarks
1	ISO 9001:2015 7.5.3	Documented information shall be controlled.	Reviewed document control procedure and sample records.	Compliant	Controls in place and effectively implemented.
2	ISO 9001:2015 8.2.3	Changes to product requirements must be documented.	Sample of project change logs verified.	Partially Compliant	Some changes not reflected in logs; improvement needed.
3	ISO 14001:2015 9.1	Organization shall monitor, measure, analyze and evaluate environmental performance.	Performance reports and monitoring data checked.	Compliant	Sample documentation met requirements.
4	Internal Policy IT-002	All users must change passwords every 90 days.	Examined user access audit logs.	Non-Compliant	Multiple users exceeding 90-day interval; corrective action required.

Important Notes:

- This matrix provides a clear and concise overview of compliance against specified standards or requirements.
- Objective and verifiable audit evidence should always support compliance findings.
- Status should be defined (e.g., Compliant, Partially Compliant, Non-Compliant) and supported with remarks.
- Use this document as a basis for continuous improvement and corrective action planning.
- All findings must be communicated to relevant stakeholders as per the audit process.