



Common Terminology Used in Audits (ISO 9001:2015)

Term	Meaning (Simple)	Example
Audit	Checking whether work is done as per ISO and company procedures	Auditor checks hydro test records
Auditor	Person who conducts the audit	Internal auditor
Auditee	Person or department being audited	Assembly department
Audit Plan	Schedule of the audit	Machining audit on Monday
Audit Evidence	Proof that work was done	Inspection report
Audit Finding	Result of the audit	NC, Observation, OFI
Conformity	Requirement followed correctly	Test record available
NC (Non-Conformity)	Requirement not followed	Hydro test record missing
Major NC	Serious failure in system	Many valves shipped without testing
Minor NC	Small deviation from procedure	Inspection report missing signature
Observation	Possible future problem	Material labels unclear
OFI	Opportunity for Improvement	Suggest digital inspection records
Root Cause	Real reason for the problem	Seat machining error
CA (Corrective Action)	Action taken to fix the problem	Improve machining process
CAPA	Corrective and Preventive Action	Fix leakage and prevent recurrence

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