

Pre-Audit Logistics Checklist

A: Information from auditee representative

- ☐ Secure documents/ records: quality manual, prior audit reports, and corrective action reports
- ☐ Assess audit complexities: number of employees, geographical size, process/ operation complexities, new process/ product/ service, other
- ☐ Identify security, health, and safety requirements: security clearance, need for safety orientation, safety equipment, clothing restrictions for auditors
- ☐ Identify language issues that could affect the audit, command of English language, languages other than English
- ☐ Obtain recommendations for suitable local hotels (avoid the expensive hotels, hotels with long commutes to the audit site, and flea traps)
- ☐ Secure instructions on how to get to the audit site and whom to contact upon arrival
- ☐ Secure audit plan pre-approval
- ☐ Secure Detail Interview schedule agreement

B: Travel and Living Arrangements (considerations: cost and convenience)

- ☐ Transportation: Airplane reservations, auto arrangements or other method
- ☐ Hotel: lodging reservation
- ☐ Identification: picture identification, passport and visa if out of country

C: On-site arrangements with auditee representative

- ☐ Meeting room for opening meeting and closing meeting
- ☐ Office Space for auditor(s) with table surface, electrical receptacles, telephone

D: Audit team information needed

- ☐ Auditor qualifications, experience, background

E: Documents for audit team

- ☐ Performance standard, supplier contract
- ☐ Auditing procedures, guidelines, instructions
- ☐ Produce/provide checklist, log sheets
- ☐ Secure forms: audit/ auditor evaluation forms, report forms, attendance roster, opening meeting forms, closing meeting forms, nonconformance forms, etc.

F: Receive/ record inputs:

- ☐ Tickets: airline
- ☐ Confirmations numbers: hotel, auto rental
- ☐ Client authorization: memo, letter, and schedule
- ☐ Approved audit plan

G: Outputs

- ☐ Notification, letter, memo, e-mail, or other means (auditee, client)
- ☐ Audit plan (auditee, client, audit team members)
- ☐ Overall schedule (auditee, client, audit team members)
- ☐ Detail interview schedule (auditee, audit team members)
- ☐ Travel & living arrangements (auditee, audit team members)
- ☐ Inform other auditors of their assignments

H: Equipment

- ☐ Computer, printer, paper
- ☐ Software
- ☐ Other team members using computers should have the same software
- ☐ Need for other communication devices: cell phone, pager