Pre-Audit Logistics Checklist

Location: 

Audit Start Date: 
Audit No: 

Part A: Auditee Interface


[3] Identify security, health, and safety requirements: security clearance, need for safety orientation, safety equipment, clothing restrictions.

[4] Identify language issues that could affect the audit, command of English language, languages other than English.

[5] Obtain recommendations for suitable hotels (e.g. moderately priced & close to the audit site).

[6] Secure instructions on how to get to the audit site and who to contact upon arrival.

[7] Identify meeting room for opening meeting and closing meeting.

[8] Office space for auditor(s) with table surface, electrical receptacles, telephone.

[9] Seek audit plan pre-approval.


Part B: Travel and Living Arrangements (consider: cost and convenience)

[1] Transportation: airplane reservations, auto arrangements, etc.


Part C: Client Interface

[1] Secure audit authorization: memo, letter, schedule


Part D: Audit Team Methods, Materials and Equipment


[4] Secure Forms: audit/ auditor evaluation forms, report forms, attendance roster, opening meeting forms, closing meeting forms, nonconformance forms, etc.


Part E: Outputs

[1] Notification, letter, memo, e-mail, or other means (auditee, client).


[6] Inform other auditors of their assignments.