

## Lead Auditor - Auditor Preparation Checklist

Number	Item	Status
1.	Staff the Audit	
2.	Auditor Qualifications	
3.	Audit Notification & Audit Plan Issued	
4.	Auditor access issues resolved	
5.	Audit team facilities	
6.	Auditor audit areas / elements assigned	
7.	Check lists Prepared Issued	
8.	Audited Org Docs to team QPP Work plans etc	
9.	Past Audits to team	
10.	PC availability for Auditors	
11.	Audit forms to auditors People Interviewed Documents reviewed Entrance Meeting Attendance Exit Meeting Attendance, Issue Development Sheet <sup>1</sup> Form 1 <sup>1</sup> Form 2 <sup>1</sup>	
12.	Audit protocols, conduct of auditors	
13.	Entrance meeting slides	
14.	Exit meeting slide outline	
15.	Report Shell to Team	

---

<sup>1</sup> Use of this will be explained in the second article of the series