

## Being prepared for QA/compliance audits

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**R**ead the audit plan or agenda and challenge standards that do not apply in advance of the audit.

Be sure you understand the purpose and scope of the audit. Make a brief but thorough opening presentation and provide a handout to the auditor(s).

Prepare the staff for the visit.

Assemble all required documentation in advance.

Inform the auditor(s) in advance of the visit about any expectations and restrictions.

- You may not take photographs
- You will need to cover your hair and clothing during the tour of
- You may request photocopies of

Assure that compliance with applicable standards is demonstrated with clear and concise documentation.

- Be prepared to address missing and/or ambiguous documentation
- Log any copies that auditors are given to keep
- Provide as much as you can in advance

What to do when the findings are presented.

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