CHECKLIST TO PREPARE FOR CERTIFICATION AUDIT

#	Task	Who	When
1	Verify required documented information is planned for and is up-to-date. (Free lists of required documented information for several standards are available on the www.CE-Q.com website.)		
2	Verify the items planned to be monitored, measured, analyzed and evaluated are completed and up-to-date.		
3	Review internal audits to ensure they covered the entire system, any nonconformances discovered were documented in the corrective action process.		
4	Ensure the corrective actions needed are showing evidence of being addressed, causes and actions taken are logical to the problem.		
5	Ensure management review record was created and it includes evidence of the objectives and how they are being met.		
6	Prepare top management to answer questions from clause 5		
7	Prepare all employees to be aware of the policies for the management systems and to understand how their work contributes to the objectives of the organization.		

These seven simple things when reviewed in full will prepare for the audit. Organizations can fail to meet requirements either by not implementing the requirements or by not executing the requirements. If these seven are addressed, the organizationa will be ready.

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