

CHECKLIST

Audit readiness in 12 points

A compact 12-point checklist to gauge the state of your process docs before the next audit — spot gaps in completeness, currency, ownership and evidence.

Work through these points before the next review comes up. Whatever you answer with “no” is your to-do list.

Completeness

- Are all audit-relevant processes captured?
- Do the steps reflect how work actually happens?
- Are interfaces to other workflows named?

Currency

- When was each process last reviewed?
- Does the documentation mirror the current way of working — or last year's?
- Is there a clear maintenance rhythm?

Ownership

- Does every process have an accountable person?
- Is it clear who approves changes?
- Do the people involved know where to look things up?

Evidence

- Are relevant records linked to the steps?
- Can the history of changes be traced?
- Can you export the current state at the push of a button?

Maintain these points continuously rather than just before the audit, and the proof is ready anyway.