

ISO Audit Preparation Checklist

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	No	Yes
1. I know and understand the ARC Quality Policy and how it relates to my job.	_____	_____
2. I can demonstrate that I know of and understand all the SLPs, Work Instructions, and SOPs which regulate the work I do, and I can quickly access them (WWW bookmarks).	_____	_____
3. I know and can explain how I have been trained or qualified to perform my job tasks. There are adequate documents in place to define my job (PD etc.).	_____	_____
4. I can demonstrate that I have followed SLPs, WIs, and SOPs in performing my job (provide objective evidence and required Quality Records).	_____	_____
5. I can demonstrate that all instrumentation that I control is properly calibrated as required by the ARC SLPs and Code S SOPs.	_____	_____
6. I can demonstrate that I know and am complying with all software and hardware development procedures for my projects and with the ARC SLPs.	_____	_____
7. I can demonstrate that I know and am complying with document control procedures for my projects and with the ARC SLPs.	_____	_____
8. I can demonstrate that I know and am complying with all materials storage procedures for my projects and with the ARC SLPs.	_____	_____
9. I know and understand the ARC policies on DCRs, CARs, and NCRs	_____	_____
10. I can demonstrate that I know and am complying with design review and verification procedures for my projects and with the ARC SLPs.	_____	_____