

ISO 9001:2008

Announcing our Registration Audit

Our Registrar will be conducting our Audit

On “the date of your audit”

Be Helpful and Courteous

The Auditors will be going to all areas of our company, talking to employees and asking questions about how things are done. Their questions will be similar to those that our Internal Auditors have been asking.

Help the auditor’s evaluate our QMS by answering their questions, showing them records and documentation and demonstrating how processes are performed.

Things to know:

1. Our Quality Policy
2. Where are current, controlled copies of procedures and work instructions?
3. What training is required for your position?
4. Where are your training records?
5. How can you make sure customer requirements are met?
6. How can you identify Nonconforming product?
7. Can you tell if equipment that you use is properly calibrated?



The Registration Audit

Say what you do,

Our Documented Quality Management System says what we do to meet the requirements of the standard. The auditors will compare the documents to the standard to make sure they comply.

Do what you say,

The auditors will want to see how well we follow the Documented Quality System. They will want to watch us doing our work and compare it to our documented procedures and work instructions.

Prove it,

The auditors will look at our records to see if they show that we complied with all the requirements in our Documented Quality System.

And improve it

The auditors will look for evidence that we are measuring, monitoring and making improvements to our Quality Management System.