

Managing Audits

The Lead Auditor is responsible for setting up and managing the audit program. All the materials and forms needed to set up and manage the audit program are provided in the *ISO 9001:2000 Auditor Training Course and Forms*.

You must do the following 17 activities to set up and manage an audit program:

* Activities that must be completed before audits are performed.

An underlined item means that this product contains the documents and forms that are needed to complete the activity.

- ___ * 1. Establish procedures for the audit program
- ___ * 2. Ensure that the qualifications and training requirements for auditors and Lead Auditor are defined
- ___ * 3. Determine the number of auditors needed
- ___ * 4. Select auditor candidates
- ___ * 5. Contact managers concerning the qualifications of auditor candidates and providing coverage for auditors during training and when audits are performed
- ___ * 6. Explain to managers what their participation is in the audit program
- ___ * 7. Ensure that auditors are trained or train auditors
- ___ * 8. Establish the audit schedule
- ___ 9. Plan audits and determine the resources needed for audits
- ___ *10. Define audit assignments
- ___ *11. Track the status of audits
- ___ *12. Identify ISO requirements that apply to each process (Address this as soon as possible.)
- ___ *13. Develop the forms used for conducting and reporting audits
- ___ 14. Maintain a Corrective Preventive Action Request Log
- ___ 15. Generate records of auditor training
- ___ 16. Maintain records of audits
- ___ 17. Provide periodic reports to management on the status and effectiveness of the audit program

Look at the above list again. It is very easy to tell someone that they are responsible for doing the 17 items on this list.

The *ISO 9001:2000 Auditor Training Course and Forms* provides the materials to do everything on this list that is underlined.

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