



The Genic Group
ISO & Quality Product Solutions

Audit Readiness Checklist

Prepared by The Genic Group — ISO & Quality Product Solutions. This resource is designed to support prevention-driven operational systems, quality improvement, and sustainable manufacturing performance.

Leadership & Planning

- Management review completed and documented
- Quality objectives communicated
- Internal audit schedule current
- Risk assessments updated

Documentation

- Controlled documents accessible
- Procedures reviewed and approved
- Records retained appropriately
- Obsolete documents removed

Operational Controls

- Process KPIs monitored
 - Corrective actions verified
 - Operator training records current
 - Calibration records up to date
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Effective systems should improve operations — not simply satisfy auditors.