

Remote Audits: our tips for participants

Here's our top tips to help your remote audit run as smoothly as possible:

- Make sure you have a good working internet connection. We recommend a minimum download speed of 2MB per second. If desired, you can check the speed of your internet connection in advance via <https://www.speedtest.net/>.
- Preferably use a headset. Using a laptop's built-in microphone often results in a poor audio connection.
- Limit the background noise by setting the microphone to 'mute' when you're not speaking. This is particularly important in a meeting or conversations with larger groups.
- Preferably, use a webcam to enable face-to-face engagement. However, if the audio quality is insufficient or faltering, it's advisable to disable the webcam or video connection in order to improve your connection.
- Collect relevant documents and information prior to the interview. Based on the knowledge of your management system and previous experience with audits, you'll be aware of the documents and information the auditor would like to review, as per the remote audit plan.
- Ensure clear communication during the interview. For example, clearly indicate what you are doing or going to do, for instance: 'I'm going to log on to the application now, I'm trying to find the document on our network, I'm going to read your procedure now'.