ProcessMagnet

CHECKLIST

Audit-readiness checklist

Eight questions to honestly check, before the next audit, whether your documentation matches reality.

Before there's a date

- Does your documentation describe the actual state — or the ideal from the last workshop?
- Who maintains it, how often, and where does the time for that come from?
- Do the documented responsibilities match lived practice?

Across the systems

- Which processes live in email, ticket or call — and are written down cleanly nowhere?
- Do you have a consolidated view across all departments, or seven islands?
- Can a single process be traced end to end without opening five tools?

For the evidence

- Is the documentation current enough that you'd show it to an auditor unfiltered?
- How long does it take today to document a changed process so it's audit-ready?

Hesitated more than twice? Then the gap between report and reality is wider than the next audit forgives.