

Passing Muster – Prepping for Audits

Prepping for Agency Audits



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- **Throughout the year**
 - Know your business throughout the year so you can be aware of any items that may arise.
 - Keep in touch with your agency contacts.
 - Cultivate a working relationship with your reviewers.

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- **Once you have received the engagement or request letter**
 - Understand exactly what they have requested.
 - Know your company's record distribution policy.
 - Find out what they want in advance.
 - Organize neatly what they want to see on site.

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- **During the Audit**

- Arrange for an opening interview, even if they have not requested one.
- Have one main point of contact for your auditors.
 - Be available as much as possible.
- Use your subject matter experts.
- Keep in touch.
- Be honest.

Prepping for Agency Audits – Questions?

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