

# Your guide to successful remote auditing with TÜV SÜD



Here are some basics to conducting successful remote audits:



**Your auditor will clarify the possibility of a remote audit as early as possible**



**Adequate preparation is key**



- Clarify how parallel sessions should be conducted.
- Exchange important documents prior to the audit (e.g. procedures, management review, internal audit reports).
- Ensure that the necessary tools are available.
- Agree on a procedure: continuous online-meeting or alternating on-and offline-sessions.
- Ensure that it is possible to exchange documents during the audit, including paper-based quality management systems.



**Please be ready 15-20 minutes before the audit to solve potential technical issues**



**Your auditor will perform a dry run**



**Your auditor will plan enough breaks**



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