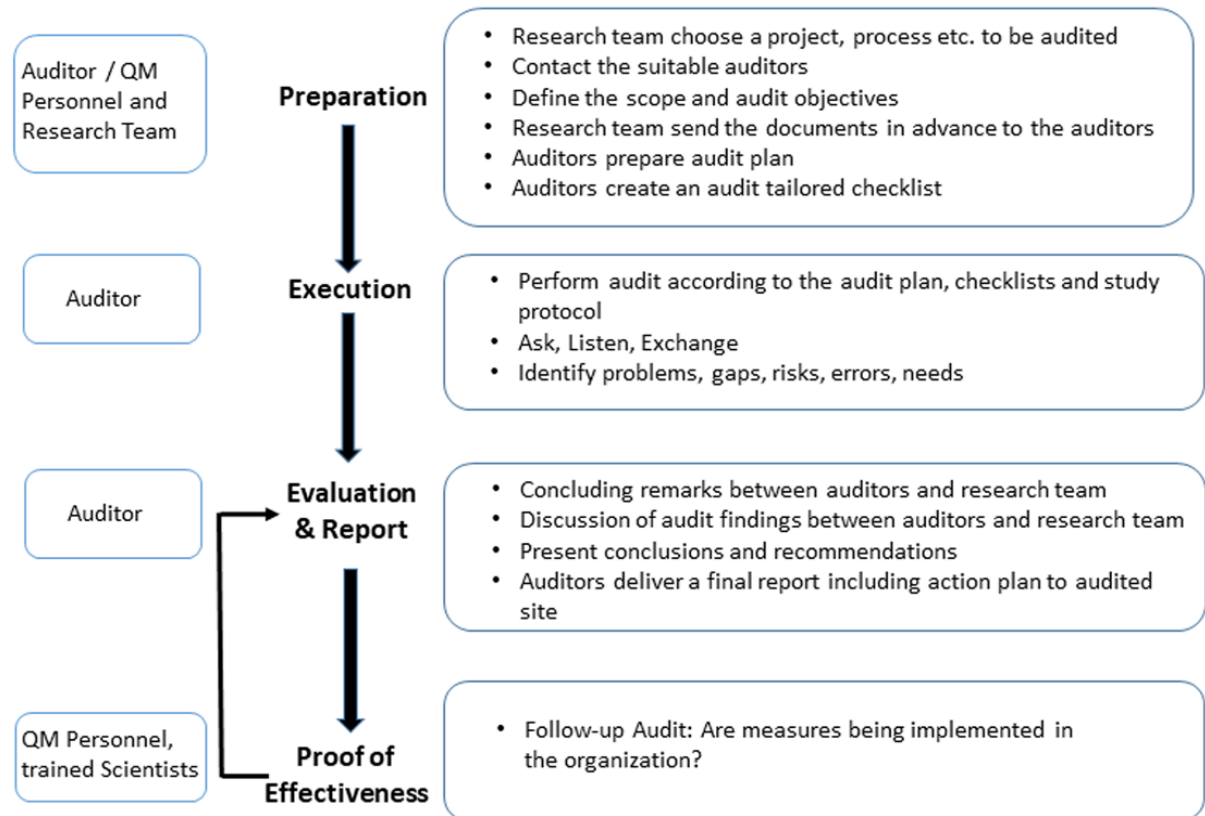# Audit Workflow

This audit workflow describes the four steps performed during an audit in an academic preclinical research environment, but is universally applicable to all areas in which audits are performed. This audit workflow is a practical example of Deming's PDCA (Plan-Do-Check-Act) cycle, which incorporates the process of continuous improvement.

Auditor / QM Personnel and Research Team	**Preparation**	• Research team choose a project, process etc. to be audited • Contact the suitable auditors • Define the scope and audit objectives • Research team send the documents in advance to the auditors • Auditors prepare audit plan • Auditors create an audit tailored checklist
Auditor	**Execution**	• Perform audit according to the audit plan, checklists and study protocol • Ask, Listen, Exchange • Identify problems, gaps, risks, errors, needs
Auditor	**Evaluation & Report**	• Concluding remarks between auditors and research team • Discussion of audit findings between auditors and research team • Present conclusions and recommendations • Auditors deliver a final report including action plan to audited site
QM Personnel, trained Scientists	**Proof of Effectiveness**	• Follow-up Audit: Are measures being implemented in the organization?