



Checklist for the Successful Performance of a Remote Audit

If you fulfil all of the following points, you are optimally prepared for a remote audit:

Do you have the possibility to perform the audit in a quiet room?

Do you have a stable Internet connection via network cable or alternatively via wifi?

Are you equipped with:

A laptop or a tablet?

A camera for video transmission?

In this case, a videoconference camera is recommended. Alternatively, a webcam can also be used.

An audio system for sound transmission?

In this case, an audioconference system is recommended. Alternatively, a headset with microphone can be used.

A videoconference software such as Cisco Webex or Skype for Business?

Do all persons relevant to the audit have an e-mail address so that they can be invited accordingly?

Are all documents required for the audit available in digital form or can they be transferred to the auditor by scanning or photographing?