

PRE-AUDIT PLANNING REMINDERS



For the best audit experience, we need your most up-to-date organizational information. Providing updated information ahead of an audit allows us to schedule an appropriate auditor for your organizational specifications, which in turn decreases audit delays.

ORGANIZATIONAL CHANGES

If your organization has gone through any of the below changes, please reach out to your account manager to update your organization's records:

- > Changes in employees, such as leadership and/or the quality contact, head count, number of employees, etc.
- > Issuance of a critical non-conformity
- > Facility (opening or closing)
- > New processes (e.g. changes in the scope or removing/adding new processes)
- > Location (e.g. new address)
- > Legal changes (e.g. bankruptcy filing, ownership of the organization, emergencies)
- > New regulations:
 - International Traffic and Arms Regulations (ITAR)
 - Export Administration Regulation (EAR)- U.S. Dept. of Commerce - Directorate of Defense Trade Controls (DDTC)
 - Defense Security Services (DSS)/NISPOM classified/dark programs. NSF cannot see these programs, but we can assess processes around the secure hardware (not product audit).
 - Other nationalistic programs exist – protecting national interests
- > New qualification



I have been working with NSF for ISO audits for the past 18+ years and have always had a good experience across multiple facilities and multiple auditors.

– FELTERS OF SPARTANBURG

NEED MORE INFORMATION?

Please review ISO 17021, clause 8.5.3 – Notice of changes by a certified client, and NSF-ISR policy 4876 sections 4 and 16, for more specifics on the above list.

When in doubt, reach out! If your organization made a change that you do not see listed here but feel it could impact the management system, please reach out to your account manager for clarification.

NSF INTERNATIONAL STRATEGIC REGISTRATIONS

A Division of NSF International | 789 N. Dixboro Road, Ann Arbor, MI 48105 USA | www.nsf-isr.org