CUSTOMER WEBINAR

HOW TO PREPARE FOR AND DRIVE SUCCESSFUL AUDITS WITH GREENLIGHT GURU

THURSDAY, JUNE 17TH, 2021 @ 11:00 AM EST

greenlight guru

AGENDA

- How to start preparing for your next audit

- Using Greenlight Guru during an audit

- Best practices for on-site or virtual audits and inspections

- Audit success stories and lessons learned from Greenlight Guru

  users themselves

- Q&A

greenlight guru

Prepare for your next audit and **ensure success** by hearing from other GG customers on how they leveraged the solution to **pass FDA, ISO, MDSAP, and other notified body audits.**

TODAY'S PRESENTERS:

Customer Panel:

Quality Gurus:

Taylor Brown
Senior Medical Device Guru

Sara Adams
Medical Device Guru

DAMINI AGARWAL

Director of Product Development,
Infinite Biomedical Technologies

infinite
biomedical technologies

VEENA SOMAREDDY

Co-Founder, Neuro Rehab VR

NEURO REHAB VR

MORRIS SHERWOOD

Quality & Regulatory Expert,
Zyris Dental

GENNADY UTKIN

Quality Assurance Analyst,
Zyris Dental

ZYRIS ™

QUICK POLL

1. Have you already undergone an audit using Greenlight Guru?

2. What type of audit is next for your organization?

3 WAYS TO PREPARE FOR AN AUDIT

greenlight guru

GEMBA / PERFORM A DRY RUN

- Walk around the facility pretending to be the auditor.

- Identify changes that need to be made.

greenlight guru
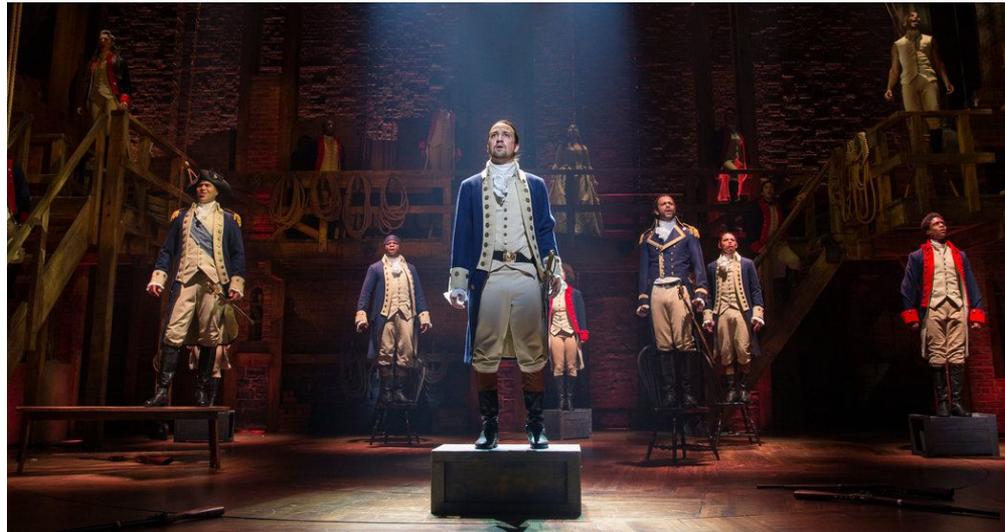
GEMBA / PERFORM A DRY RUN

- Identify best people to be interviewed.
  - Be sure people know how to find procedures
- Make sure training is up to date
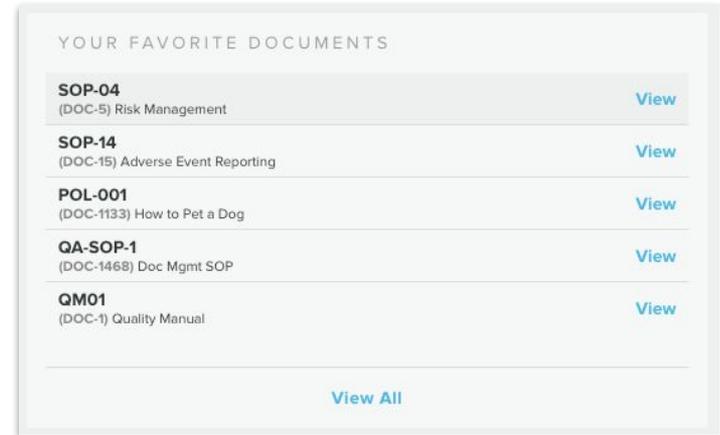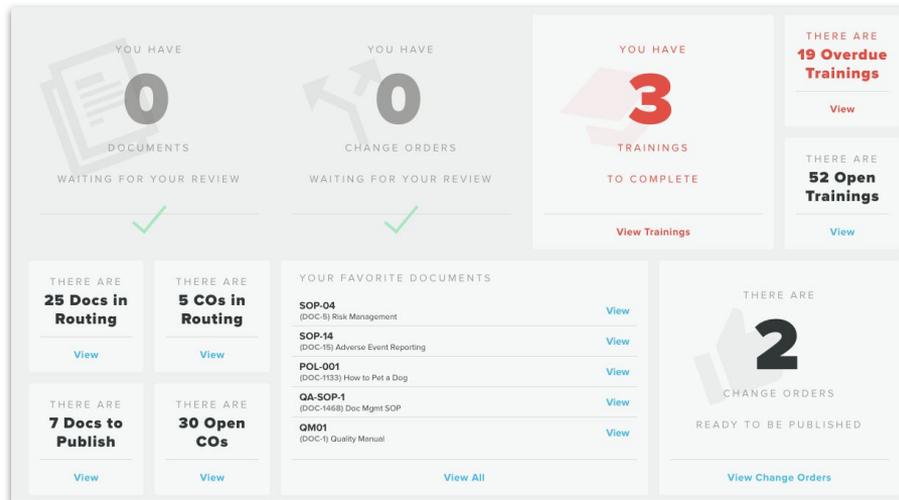
GET ORGANIZED

- Read the audit plan & identify documents

- Find your Favorite things
  - Best CAPA, Training Event,

    Change Order, etc.

- Set up Document Views
  - Management Review, Internal Audit, Project

    Documents, etc.

- Planning prior to audit will let you be quick which helps

  establishes trust with your auditor

My Views +

07-203 DHRs

CAPA

Internal Audit

Management Review

My Favorite Things

QMS

SOP list

greenlight guru
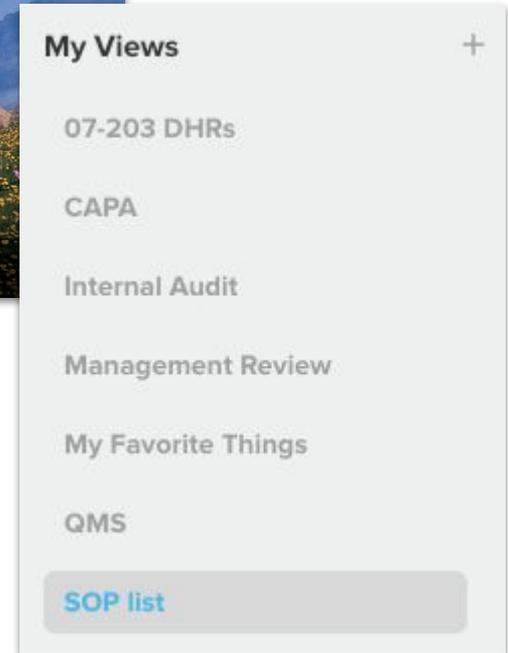
ESTABLISH THE AUDIT SPACE

- Perform a tech check
    - Check Wifi
    - Check conferencing and screen sharing settings
- Set expectations for communicating with the auditor
    - How will you pass documents to the auditor?
- Set expectations for internal communication and scribes
- Audit etiquette reminders
- Make lunch plans

greenlight guru
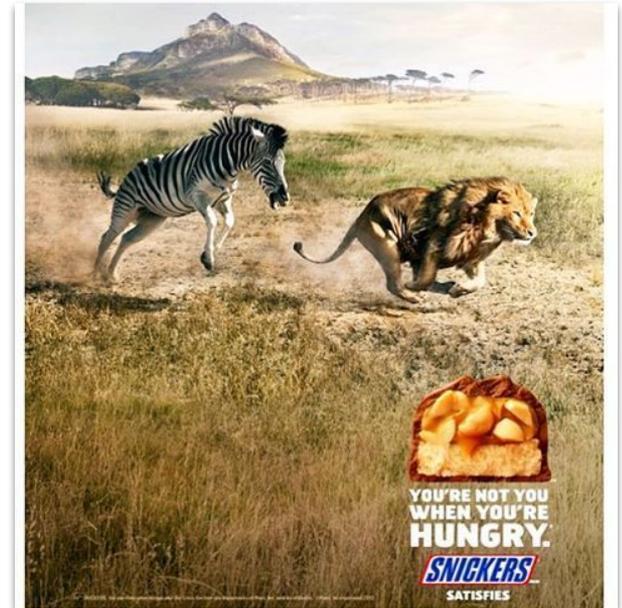
DURING THE AUDIT

ONLY PROVIDE WHAT IS REQUESTED

- Create an auditor-only group and share documents as requested

ONLY PROVIDE WHAT IS REQUESTED

- Review document sharing settings within the Sharing List

- Do not forget to deactivate your auditors!

READ MINDS

- Ask yourself "Where will the auditor go next?"

- Anticipate the question before asked

- Use Visualize to stay steps ahead

READ MINDS
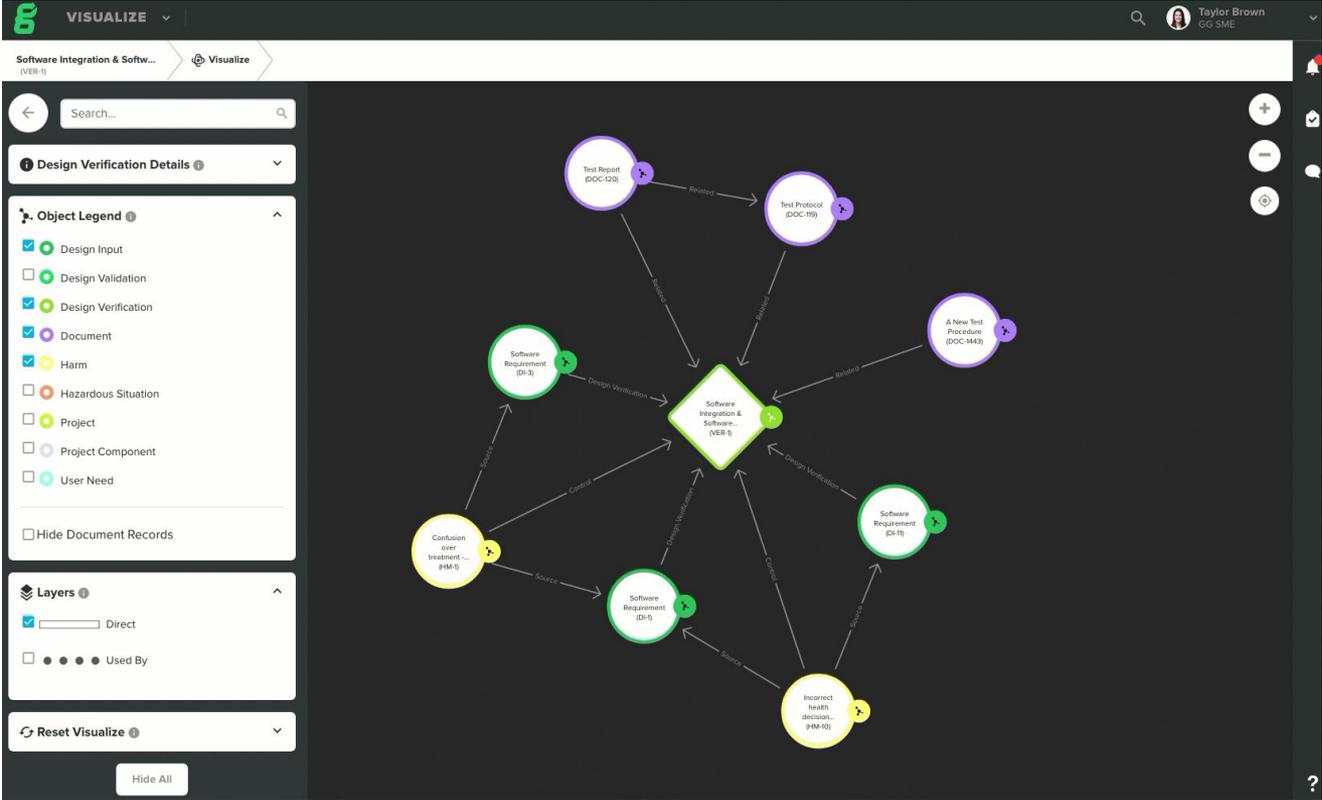
READ MINDS

- Use Global Activity History to ~~stalk~~ locate your auditor

WORDS MATTER

- Keep the conversation positive

- Answer in absolutes

- Answer by pointing auditor to your procedure

- Pull up your procedures while the auditor is reviewing so you'll be ready to "read minds."

WORDS MATTER

- When all else fails, enjoy the silence.

CUSTOMER PANEL: ADVICE + SUCCESS STORIES

HEAR FROM OTHER GG USERS

Experienced in using GG for FDA, ISO, MDSAP, and other notified body audits.

greenlight guru

Q&A

Webinar recording will be sent via email and accessible via our Help Center.

greenlight guru