

Quick Checklist

for a

Secure Remote Audit

with your **Notified Body**

or

with your [critical] **Supplier**





Recommended measures for your video conferencing system

- ▶ Use a **registered account** (not a free service)
- ▶ Make sure of **latest software update**
- ▶ Protect all meetings with a **password**
- ▶ Chose a service with a “**waiting room**” option, check-in all participants prior to start & banish intruders
- ▶ After start **block meeting** to prevent further access
- ▶ **Restrict access** rights to protect screen sharing against misuse



Requirements for secure document / information exchange

Use a secure document exchange system **independent** from your video conferencing tool as information need to be exchanged **prior, during & after** the audit

- ▶ Use a system with an **easy to use interface & utilization** to reduce the risk of long & cumbersome audits
- ▶ Assure **ISO 27001 certification** (Information Security Management)
- ▶ Assure **high security standards** for access (2 step authentication) & data transmission (min. 256-bit encryption)
- ▶ Be aware of **server location** (country / region); cloud solutions bear notable security risks [Link to related article](#)
- ▶ Be in **full control** by defining level of access rights for each user
- ▶ Use “**secure document view**” where content can be viewed but not downloaded /printed & no screenshots are possible

MedtechVault - document exchange secured

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