



# Joint Audit Program<sup>®</sup>

## Audit Sponsoring Guide: Step-by-Step

### About this Guide

This guide provides a clear, step-by-step overview of how to sponsor an audit through Rx-360's Joint Audit Program. It is designed to help sponsors understand the process, key decision points, and best practices to ensure a smooth audit experience.

### Steps

#### #1 Submit an Audit Request

- Submit an audit request by completing the [Audit RFP form online](#) or by emailing [audits@rx-360.org](mailto:audits@rx-360.org).
- If an audit of the site was recently completed, Rx-360 will refer you to the licensing team to obtain the existing audit package.
- If no audit is available or the site is due for a re-audit, you will receive an Intent-to-Sponsor email requesting additional details.

##### Best Practice

Provide complete and accurate information when submitting your request to ensure the audit scope aligns with your needs.

#### #2 Sign the Intent to Sponsor Form

- After Rx-360 reviews your Intent-to-Sponsor information, you will receive the Intent-to-Sponsor form for signature.
- Signing and returning this form confirms your intent and reserves your position as an audit sponsor.

##### Important Note

Audit sponsorship is assigned on a first-come, first-served basis. Prompt return of the signed form is recommended. oversight and assurance for sponsors.

#### #3 Sponsor Recruitment

- Rx-360 works to recruit additional sponsors to fully support the audit, typically allowing up to three sponsors.
- Rx-360 leverages its industry network to efficiently complete sponsor recruitment.

##### Alternative Option

You may choose to be the sole sponsor if desired.

#### #4 Audit Scheduling

- Once sponsorship is secured, Rx-360 contacts the auditee to request available audit dates.
- An auditor is selected based on site requirements, technical expertise, and availability.
- All auditor assignments undergo a quality review to ensure best fit.

##### Planning Tip

Audit scheduling may take time due to site and auditor availability. Plan well in advance to meet internal timelines.

#### #5 Audit Package Delivery and CAPA Management

- After the audit is completed, Rx-360 extends the sponsor the opportunity to review the draft report and provide feedback before finalization.
- Once all materials are approved, Rx-360 prepares and delivers the audit document package.
- If CAPA (Corrective and Preventive Action) management was selected, Rx-360 will track CAPA responses with the auditee until closure.

##### Value Add

CAPA management does not delay audit package delivery and provides additional oversight and assurance for sponsors.

### About Rx-360

#### Mission

Rx-360 protects patient safety by uniting the pharmaceutical industry on quality audits and process harmonization projects.

#### Joint Audit Program<sup>®</sup> & Consortium Membership

Rx-360 consortium members earn credits - dollar-for-dollar - to use on future transactions every time they sponsor an audit. Audit licensing transactions are half-price for members. [Learn more.](#)