

AUDIT CIRCULAR

Date: _____

To,
All Concern,

Subject: Internal Audit acknowledge

Dear all concern HOD,

Our internal IMS (Integrated Management System) after revision in documents scheduled from 01/01/2016 to 09/01/2016, each concern head of department has to ensure all records, and documents are ready for audit purpose:

1. Departmental Objective with Data analysis of last year
2. Training records
3. Continual Improvement records
4. N.C. (Non Conformity), opportunity of improvement, Last auditor comment records.
5. Corrective Action Report
6. Preventive Action request & Action reports
7. Competency Measurement / Training needs identification record
8. Instrument / Equipment / Machine calibration History Record
9. Validation process record
10. Department Organization chart
11. Job definition, Job Responsibilities & Authorities.
12. Upcoming Training Programs
13. Other concern Documents of Department

All concern Head of department has to share copy, information above documents, record, and formats to management representative before 15th Dec, 2015.

Issued By: Management Representative (IMS)

Signature: _____