

# CHECKLIST FOR MANAGEMENT REPRESENTATIVE

FORMAT NO.:

CHECKLIST POINT	EVIDENCE	CORRECTIVE ACTIONS	STATUS
How audit plan is prepared? It is quarterly, half yearly or yearly? How frequency of the audit is defined?			
Whether audit plan is cover all departments and scope requirements?			
Is there internal qualified auditor's list are available? How to measure all the auditors are qualified? Is there evidence?			
Is there audit checklist for all scope's department wise available? Checklist covers all applicable clauses			
Is there internal audit result is available? What is retention time for disposal of records? Recent all the records with evidence are available?			
Is there company objective and departmental objective review frequency is defined? All the changes made during the review, possible amendments are mentioned in management review meeting?			
Whether all the records of management review meeting is available?			
How changes are affects to quality manual system? Is there all the changes are available in quality manual? And same changes made in procedures?			
Auditor Name	Signature	Auditee	Signature