DOCUMENT AND RECORD AUDIT CHECKLIST								
FORMAT NO. REV. NO. REV.DATE.								
Date & Time Audit No. Audito						Auditee(s)		
Audit	t Method		Sc	Scope of Audit				
CHECKLIST								
#	Checklist	Points		Evidence	Sta	tus Co	mment	
CON	CLUSION							
AUDIT REPORT								
AUDIT STATUS								
					LEAD	AUDITOR SIGN	DEPARTMENT MANAGER SIGN.	