



HUMAN RESOURCES DEPARTMENT MONTHLY AUDIT

FORMAT NO.
REV. NO. & DATE:

AUDIT NO.	AUDIT DATE	AUDIT TIME / DURATION	REFERANCE STANDARD

DOCUMENTS AND RECORD AUDIT

#	DOCUMENT / RECORD NAME	I.D. NO.	REV.	REV.DATE	STATUS	REMARKS
A. EMPLOYEE RCORDS / ORIENTATION RECORDS						
B. PERFORMANCE / IMPROVEMENT RECORDS						
C. TRAINING RECORDS / DOCUMENT VERIFICAITON						
D. PAYROLL WAGES						
E. PERSONAL FILES						

REMARKS

AUDIT COMPLETED BY / SIGN.	MANAGER – HUMAN RESORUCE / SIGN	AUDIT CLOSED STATUS