

Work environment Planning Audit Checklist

Format No.

Date / Time	Auditors	Auditee(s)

Process Information(s)

#	Points	Documents	Current Status	Root Cause(s)	Corrective Action / Preventive Action	Target Date
01	What is structural management planning for work environment planning? How is this organized? What is prime factor to be affects planning?					
02	Name of the Project currently on going on in the work environment.					
03	Which project is recently finished? Name of the project? Audit for newly completed project.					
04	Is there qualified personnel are appointed? Who is responsible?					
05	Is there any project is under orientation? All the under orientation project information, communication & documentations are communicated to third parties?					
06	For the Managing Budgets, Plans, financial supports, management & approvals responsibilities are assigned?					
07	Is there projected changes been affect parties? What is the communication method to affected parties?					

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	How it will be consider interested parties in the proposed change?					
08	How maintaining information of the project problems, troubles, risks and concern information during the operating work environment? All the regular – non regular issues are recorded? How to priority manage?					
09	Is there Data analysis of the maintenance, expenses, project needs & budgets, project values, time frame, information flow, interaction and sequence of the work environment etc.. Maintained? Records? Evidences? What decisions are made from analysis?					

Auditor(s) Remarks / Comments / General Observation

Auditor(s) Signature

Auditee (s) Signature

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