Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Document Control (S1)**	YES	YES BUT	NO
1. Are controlled documents being authorised by authorised person before distribution? Any form of record or registration? 2. Are superseded documents retained for references being stamp '**SUPERSEDED'**? 3. Are ***revised*** controlled documents other than drawings being identified? 4. Should a document become superseded by a new version/revision, are these documents circulated to all previous recipients? Any form of record or registration? 5. Are controlled documents issued to external parties using a cover letter or transmittal form?			
Comments: Auditor Signature: Date:			