Project Title	Date:		
	Project No.:		
Procedures Audited: : SUPPORTING PROCESS **Documentation of *QEMS* Procedure (S2)**	YES	YES BUT	NO
1. ***Are*** the first issue ***& the subsequent revisions*** of the Quality & Enviromental Management System Procedures (QEMSP) being authorised by the ***Director-In-Charge***? 2. Is a register of Controlled Copy Holders and Distribution Record being maintained? 3. Is the ***revision*** of the QEMSP being indicated? 4. Is the QEMSP available to all staff? 5. Are minor amendments to page or pages of the QEMSP being updated in the 'Revision Schedule'? 6. Are users informed of changes in the QEMSP? 7. Is the QEMSP being prevented from misuse when obsolete?			
Comments: Auditor Signature: Date:			