Project Title:	Date: Project No.:		
Procedures Audited: SUPPORTING PROCESS **Library Control (S5)**	YES	YES BUT	NO
1. Are technical references information which are not automatically maintained at current status being identified by either marking the documents, the file containing the documents or shelves holding the documents with the sign **"DOCUMENT NOT MAINTAINED"**? 2. Are Superseded documents retained for references are marked **"SUPERSEDED"**? 3. Are items removed from library on loan are recorded? 4. Are new materials be made known to all Staff through issuance of a Memorandum? 5. Are library shelves properly labelled for easy retrievable? 6. Is the Purchase/Loan Requisition form being used when staff request to purchase or required materials/information from other sources? 7. Are the following records maintained by the Company Librarian:- 1. Index of Titles 2. Loan Register on the Intranet			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Library Control (S5)**	YES	YES BUT	NO
8. All materials in the library are sorted out according to the following categories: (i) Master Specifications (ii) Reference Books (iii) Directories/Guide Books/Government Gazettes & Acts (iv) Singapore Standards (v) British Standards (vi) International Standards (vii) Seminar Materials (viii) National Fire Codes (ix) Companies Annual Reports/Financial Statements (x) CDs/Video Tapes (xi) Catalogues (Mechanical) (xii) Catalogues (Electrical)			
Comments: Auditor Signature: Date:			