Project Title:	Date:		
	Project No.:		
Procedures Audited: SUPPORTING PROCESS **Archives Control (S6)**	YES	YES BUT	NO
1. Are all documents and drawings sent to Archives being accompanied with the Archives Form for each type of materials? 2. Is the retention period of Archives materials conform to the procedures? 3. Are documents required to be temporarily withdrawn from Archives being accompanied with the Archives Retrieval Form? 4. Is authorisation being obtained from the Director should any materials due for destruction? 5. Are environmental management system records retained for 6 years? 6. All Archives Form in use for environmental documents sent to Archives?			
Comments: Auditor Signature: Date:			