Project Title:	Date:		
	Project No.: -		
Procedures Audited: SUPPORTING PROCESS **Filing Control (S7)**	YES	YES BUT	NO
1. Are structures of Project Filing conform to guidelines defined and laid down by the Project Director? 2. Are guidelines for Project Filing available for Project Manager to refer? 3. Are project files being indicated with external identification such as project number, file open and close date, etc as per procedures? 4. Is the "List of Project File" being maintained in the Project Quality Plan for individual project? 5. Are all outgoing correspondences being annotated with relevant file references?			
Comments: Auditor Signature: Date:			