Project Title:	Date:		
	Project No.: -		
Procedures Audited: SUPPORTING PROCESS **Administration Control (S9)**	YES	YES BUT	NO
1. Are the process of receiving, opening, recording, circulating, etc of incomings (letters and faxes) conform to the procedures? 2. Are all the outgoing mails being signed by authorised personnel as per guidelines in the procedures? 3. Are Office Memorandum being issued and signed by Directors? 4. Are outgoing correspondences related to contractual and/or legal issues via telefax or e-mail being reconfirmed by normal mail? 5. Is the word "with enclosure" and/or "without enclosure" being stated against 'CC' parties to distinguish their receiving? 6. Are all letters being initialled by originator at appropriate part after counter-checking before hand over to Project Manager for signature?			
Comments: Auditor Signature: Date:			