



APPENDIX C: AUDIT PROCESS CHECKLIST

AUDITING PROCESS CHECKLIST		YES
Licensed Body		
Licence Number		
Responsible Person		
Quality Management System		
Date		
Company Profile		
Company registration		
SARS tax clearance		
Certificates		
CHE certificates		
VA certificate		
Other		
Administration		
Contact information		
Website		
Cell phone number		
Telephone number		
Physical address		
Venue		

Findings on the venue		
Documentation		
Policies		
Checklist		
Forms		
Certificates		
Reviews		
Evaluations		
Corrective action		
Records		
General		
Recommendations		
Name & Surname		
Signature:		
Date		