

I. Head of the review group:

II. Members of the review group:

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Observers:

III. Subject matter and objectives of the audit:

IV. Units to be screened:

Unit under review	Reviewed features	Audita date	Place	Duration of the audit

V. Audit criteria:

VI. Audit schedule:

VII. Note:

VIII. Drafted by:

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Employee's name

.....
Date of preparation

.....
Signature

IX. Record of the discussion of the programme with the employee responsible for the examined area:

.....
Employee's name

.....
Date of preparation

.....
Signature