

# Management checksheet

## Manufacturing

### MANAGEMENT

Are all the documents in good condition?

☐ Yes☐ No☐ Na

Are all the documents kept at a safe place?

☐ Yes☐ No☐ Na☐

Are all the documents arranged properly?

☐ Yes☐ No☐ Na☐☐

Mention the document number you want to check

Could you find the document easily?

☐ Yes☐ No☐ Na

Are all the papers of this document intact and in place?

☐ Yes☐ No☐ Na

Any issues found with the assembling of the papers in this document?

☐ Yes☐ No☐ Na

Are there any issues related to the information on the paper?

Yes

No

Na

Has the issue been reported if any?

Yes

No

Na

Corrective action assigned to a person?

Yes

No

Na

Has the proper corrective actions been taken regarding the issues found?

Yes

No

Na

Any other observations?