

ASSESSMENT CHECKLIST

1. LEADERSHIP

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
1.1	▪ Roles & Responsibilities at all levels are clearly defined			
1.2	▪ Regulatory compliances are reviewed periodically			

2. SWACHH WORKPLACE

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
2.1	▪ Processes for cleaning & hygiene are in place addressing the nature of product, processes, customer & regulatory requirements			
2.2	▪ All equipment, tools, work spaces & areas are maintained clean, uncluttered & organized as defined & required			

3. OCCUPATIONAL (WORKPLACE) SAFETY

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
3.1	▪ Safety risks are identified and measures are taken to eliminate or minimise them			
3.2	▪ Relevant PPEs are used by the employees			
3.3	▪ Safety trainings are imparted to all relevant people			

4. MEASUREMENT OF TIMELY DELIVERY

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
4.1	▪ Mechanism to record deliveries is in place			
4.2	▪ Adherence to process delivery contracts is measured			

5. QUALITY MANAGEMENT

S. No.	Requirement	Document/Evidence Uploaded	Conformance (Yes/No)	Assessor Remark
5.1	▪ Quality requirements for products and processes are established and monitored			
5.2	▪ Training is imparted to all relevant people			

ASSESSMENT SUMMARY

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