Form no: QMS 01
January 2017
Rev. 00

Santa Maria
WATER DISTRICT

ATTENDANCE SHEET

For: _____

Date/Time: _____

Venue: _____

Name	Position	Signature

Form no: QMS 02
January 2017
Rev. 00

Santa Maria
WATER DISTRICT

ACKNOWLEDGEMENT

This is to acknowledge that I have read and fully understood _____ and I hereby affirm my commitment to perform relevant duties and responsibilities for the effective implementation of the District's QMS.

Name	Position	Type of Document (Controlled and Uncontrolled)	Date	Signature

Form no: QMS 03
January 2017
Rev. 00

Santa Maria
WATER DISTRICT

RETENTION RECORDS TABLE

Division/Section

Drawer No.	Document title	Retention Period	Manner of Disposal

Prepared by:

_____

Noted by:

_____

Approved by:

_____

Form No. QMS 04
January 2017
Rev. 00

Santa Maria
WATER DISTRICT

LIST OF EXTERNAL DOCUMENTS

(As of _____)

Division/Section _____

Control No.	Document Title	Source	Date Issued	Distribution

Prepared by:

_____

Form no: QMS
05
January 2017
Rev. 00

Santa Maria
WATER DISTRICT

REVISION HISTORY

Revision No.	Date	Item/Page	Reason for Revision	Approved by

Form no: QMS 06
January 2017
Rev. 00

Santa Maria
WATER DISTRICT

AUDIT CHECKLIST

Type of Audit:	Date:	Area to be Audited:	Auditor:	Auditee:

Auditor/Date:	Reviewed & Approved by Lead Auditor / Date:

Reference	Complied		Objective Evidence	Remarks
	Y	N		

Form no: QMS 07
January 2017
Rev. 00

Santa Maria
WATER DISTRICT

AUDIT PLAN & NOTIFICATION

Audit Title	Date of Audit / Duration	Ref. Control No.

Purpose of Audit
To determine whether company's Quality Management System is adequate and effectively implemented

Scope of Audit	Audit Reference/s	Date/Time	Auditee	Auditor

Prepared by Lead Auditor / Date:	Reviewed by General Manager/Date:	Approved by the Chairman of the Board / Date: