Note: This worksheet is optional for note taking only and does not require completion as part of the checklist, or indicate a minimum or maximum number of samples to be taken by the auditor.

Personnel			
Name	Emp/Stamp #	Trained Y/N	Position / Working Task / Notes

Calibrated Tools			
Item	ID #	Due Date	Location / Notes

Tech Data			
Document Name / ATA	Rev Level	Rev Date	Location / Notes

Parts Traceability			
Description	P/N	Pick / Lot #	Location / Notes