QUALITY REGISTRAR SYSTEMS

DOCUMENT REQUEST CHECKLIST

Form

COMPANY	**JACOB PROFICIENCY TESTING PROVIDERS SERVICES - SOLE PROPRIETORSHIP L.L.C**
AUDIT	RECERTIFICATION · Recertification · ASCB · 11.00AM
STANDARD	ISO 9001:2015
DOCUMENTS	43 requested · Due: 2026-09-23

S#	DOCUMENT REQUIRED	PROVIDED	REMARKS
1.	ISO Manual (Policy, Procedures and Objectives)	☑	
2.	Company Profile (Vision, Mission, Branches, Location)	☑	
3.	Govt Certificate (TL, Chamber of Commerce, Civil Defence, Municipality, ICV, other related dept)	☑	
4.	Organizational Chart (List of Employees)	☑	
5.	CV, Job Description, List of Key Personnel's	☑	
6.	Insurance Policies	☑	
7.	IT Information	☑	
8.	List of Ongoing Project, Finished Project	☑	
9.	Client List	☑	
10.	Supplier List, Supplier Evaluation Forms	☑	
11.	Pictures of the company (Including, Place of Fire extinguisher, First Aid Kit, Assembly points etc.)	☑	
12.	Training Records (ISO, as per company scope)	☑	
13.	List of Machines, Maintenance Plan	☑	
14.	Calibration Certificates	☑	
15.	QA/QC Department	☑	
16.	SOPs & Internal Procedures and Process Flowchart	☑	
17.	Quotation, PO, Invoice, Delivery Note etc.	☑	
18.	Stock Register	☑	
19.	Internal Audit Records	☑	
20.	Management Review Meeting	☑	

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21.	Legal Register (as per UAE Laws)	☑	
22.	Strength of the Company	☑	
23.	HR Policies	☑	
24.	Customer Feedback	☑	
25.	Complaint Register	☑	
26.	Waste Management Report, Waste Plan	☐	Not Applicable
27.	Safety Guidelines for Works	☑	Not Applicable
28.	Use of Logo	☑	
29.	Quality Plan and Work Method Statements	☑	
30.	List of Internal Auditors and Internal Auditor Training/Competence Records	☑	
31.	Quality Manager competence/training records and relevant technical/ mandatory training records	☑	
32.	Interested Parties / Context information	☐	Available in the MRM
33.	Risk & Opportunity Register	☑	
34.	New Employee Induction Records/Competence Records for new employees	☑	
35.	Competence/Training Matrix and Training Plan	☐	Available in the No.12
36.	Identification & Traceability Records for the Samples Taken and Reports	☑	
37.	Complaint Register and Corrective Action records related to complaints, if applicable	☐	Available in the No.25
38.	PT Service Process Flow	☐	Available in the No.16
39.	Sample Handling/Transportation/Storage Procedure	☐	Available in the No.36
40.	Sample Collection, Handover and Traceability Records	☐	Available in the No.40
41.	Report Review/Authorization/Release Records	☐	Available in the No.41
42.	NCR/Corrective Action Register and Continual Improvement records/ plans	☑	
43.	Relevant supplier accreditation/qualification evidence	☑	

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Auditor Signature:		**Auditee Signature:**	
Date:		**Date:**	**22.09.2026**

Please upload each requested document on your QRS client portal before 2026-09-23. This checklist PDF is attached to your notification email for reference.