

# Formatting Requirements for Regulatory Audit Checklist

## Document Information

Document Title	Regulatory Audit Checklist
Version	1.0
Date	2024-06-15
Prepared by	Compliance Team

## Checklist Template

#	Item	Requirement	Compliant (Y/N)	Comments
1	Document Retention	Records must be maintained for 5 years.		
2	Employee Training	Annual training on regulatory compliance required.		
3	Licensing	All operations must have current and valid licenses.		

## Formatting Standards

- Use clear and concise language in checklist items.
- Table columns must include: Item, Requirement, Compliant (Y/N), and Comments.
- Headings and subheadings should be clearly distinguished.
- Document margins should be uniform and content left-aligned.
- Include version, date, and preparer information at the top.

## Important Notes

- Checklists should be reviewed and updated periodically.
- All completed checklists must be archived for future reference.
- Ensure that only authorized personnel fill out and sign the document.