

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

1. Use clear and concise language in checklist items.
2. Table columns must include: Item, Requirement, Compliant (Y/N), and Comments.
3. Headings and subheadings should be clearly distinguished.
4. Document margins should be uniform and content left-aligned.
5. 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.