

MULTI-SITE INFORMATION SHEET

Company Name: _____

Date: _____

	HEADQUARTER	SITE #2	SITE #3	SITE #4	SITE #5
Name of Site					
Distance from HQ					
No. of Employees					
Physical Address					
Phone Number					
Contact Name					
Fax Number					
Shifts times	1st 2nd 3rd other	1st 2nd 3rd other	1st 2nd 3rd other	1st 2nd 3rd other	1st 2nd 3rd other

1. Would you prefer a separate certificate for each site? Yes No

2. If one certificate is to cover all sites, would you prefer AQA-INDIA audit a sample of the sites (All sites must perform similar activities and share the same central management system to be eligible for sampling) Yes No

Remainder of table to be completed for each specific site.

HEADQUARTER	Check corporate or central activities supporting all sites: <input type="checkbox"/> Manual and procedures <input type="checkbox"/> Document control <input type="checkbox"/> Records <input type="checkbox"/> Internal audit <input type="checkbox"/> Management Review <input type="checkbox"/> Corrective action <input type="checkbox"/> Training <input type="checkbox"/> Design <input type="checkbox"/> Purchasing <input type="checkbox"/> Sales <input type="checkbox"/> Others (explain) <input type="checkbox"/> No. of corporate employees supporting all sites	Scope of activities performed in addition to corporate activities (such as products manufactured, products distributed, services provided): Site specific documents: <input type="checkbox"/> Manual <input type="checkbox"/> Procedures <input type="checkbox"/> Instructions <input type="checkbox"/> Forms
SITE #2	Scope of activities performed (such as products manufactured, products distributed, services provided): Site specific documents: <input type="checkbox"/> Manual <input type="checkbox"/> Procedures <input type="checkbox"/> Instructions <input type="checkbox"/> Forms	
SITE #3	Scope of activities performed (such as products manufactured, products distributed, services provided): Site specific documents: <input type="checkbox"/> Manual <input type="checkbox"/> Procedures <input type="checkbox"/> Instructions <input type="checkbox"/> Forms	
SITE #4	Scope of activities performed (such as products manufactured, products distributed, services provided): Site specific documents: <input type="checkbox"/> Manual <input type="checkbox"/> Procedures <input type="checkbox"/> Instructions <input type="checkbox"/> Forms	
SITE #5	Scope of activities performed (such as products manufactured, products distributed, services provided): Site specific documents: <input type="checkbox"/> Manual <input type="checkbox"/> Procedures <input type="checkbox"/> Instructions <input type="checkbox"/> Forms	