**Annual Audit Form - Knowledge Transfer Protocol**

**Manufacturing Made Easy Ltd**  
**Audit Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Auditor(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Code** | **Version Number** | **Publishing Date** | **Last Revision Date** |
|  |  |  |  |

**2. Compliance Check**

**A. Identification of Key Knowledge Areas**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Compliance Check | Yes | No |
| 1 | Have critical knowledge areas been identified and documented? | ☐ | ☐ |
| 2 | Are knowledge owners and recipients clearly defined? | ☐ | ☐ |
| 3 | Are key processes for business continuity reviewed and updated? | ☐ | ☐ |

**B. Documentation and Storage**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Compliance Check | Yes | No |
| 4 | Are critical documents stored securely in an accessible location (e.g., OneDrive)? | ☐ | ☐ |
| 5 | Is access controlled but available to authorized personnel? | ☐ | ☐ |
| 6 | Are all required documents updated and version-controlled? | ☐ | ☐ |

**C. Training and Handover Methods**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Compliance Check | Yes | No |
| 7 | Are structured documentation, FAQs, and process guides available? | ☐ | ☐ |
| 8 | Are training sessions, live demonstrations, or recorded sessions conducted? | ☐ | ☐ |
| 9 | Do new knowledge recipients receive one-on-one mentoring as required? | ☐ | ☐ |

**D. Timeframe and Deadline Compliance**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Compliance Check | Yes | No |
| 10 | Was a clear timeline set for knowledge transfer activities? | ☐ | ☐ |
| 11 | Were knowledge transfer milestones met as per the transition period? | ☐ | ☐ |
| 12 | Were extensions granted where necessary, and were they justified? | ☐ | ☐ |

**E. Validation and Follow-up**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Compliance Check | Yes | No |
| 13 | Were follow-up Q&A sessions conducted? | ☐ | ☐ |
| 14 | Were assessments or feedback forms used to measure knowledge retention? | ☐ | ☐ |
| 15 | Are knowledge recipients confident in locating and applying transferred knowledge? | ☐ | ☐ |

**3. Effectiveness and Improvement**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Compliance Check | Yes | No |
| 16 | Have employees provided feedback on the knowledge transfer process? | ☐ | ☐ |
| 17 | Have any major gaps been identified in the knowledge transfer process? | ☐ | ☐ |
| 18 | Were corrective actions taken to address gaps in knowledge retention? | ☐ | ☐ |

**4. Overall Assessment and Recommendations**

|  |  |  |  |
| --- | --- | --- | --- |
| Compliance Score (%) | Areas of Strength | Areas for Improvement | Recommended Actions |
|  |  |  |  |

**Auditor’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewed by (Senior Engineer/Quality Manager):**

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |