**AUDIT FORM**

**Manufacturing Made Easy Ltd**  
**Audit Title:** Crisis and Emergency Policy Compliance Audit  
**Audit Date:**   
**Auditor(s):**

**SECTION 1: GENERAL INFORMATION**

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| **Item** | **Description** | **Response (Yes/No)** | **Comments** |
| 1.1 | Is the Crisis and Emergency Policy document available and accessible to all employees? |  |  |
| 1.2 | Has the policy been reviewed within the last 12 months? |  |  |
| 1.3 | Are employees aware of their roles and responsibilities in emergency situations? |  |  |
| 1.4 | Have employees received training on the crisis response procedures? |  |  |

**SECTION 2: ENVIRONMENTAL CATASTROPHES (Flood, Earthquake, Heavy Snowfall, etc.)**

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| **Item** | **Description** | **Response (Yes/No)** | **Comments** |
| 2.1 | Is the insurance coverage up to date for equipment and property? |  |  |
| 2.2 | Is company data backed up securely on OneDrive? |  |  |
| 2.3 | Are emergency contact lists updated and accessible? |  |  |
| 2.4 | Have emergency response drills been conducted in the past year? |  |  |

**SECTION 3: UNSTEADY GLOBAL POLITICS (War)**

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| **Item** | **Description** | **Response (Yes/No)** | **Comments** |
| 3.1 | Is the Supplier Evaluation Form used to assess suppliers during crises? |  |  |
| 3.2 | Is there a contingency plan for operational disruptions? |  |  |
| 3.3 | Are security risks for employees assessed in case of geopolitical instability? |  |  |
| 3.4 | Are alternative suppliers identified and listed? |  |  |

**SECTION 4: PANDEMIC ISSUES**

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| **Item** | **Description** | **Response (Yes/No)** | **Comments** |
| 4.1 | Are remote working capabilities in place and functioning? |  |  |
| 4.2 | Is the company complying with government pandemic safety policies? |  |  |
| 4.3 | Are screening and isolation protocols implemented for employees? |  |  |
| 4.4 | Are supplier evaluations conducted to manage pandemic-related disruptions? |  |  |

**SECTION 5: FIRE EMERGENCY**

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| **Item** | **Description** | **Response (Yes/No)** | **Comments** |
| 5.1 | Are fire alarms functional and regularly tested? |  |  |
| 5.2 | Are fire extinguishers placed at required locations and inspected? |  |  |
| 5.3 | Is the fire assembly point clearly marked and known to employees? |  |  |
| 5.4 | Are floor plans for emergency exits accessible to employees and responders? |  |  |

**SECTION 6: POST-CRISIS RECOVERY**

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| **Item** | **Description** | **Response (Yes/No)** | **Comments** |
| 6.1 | Is an impact assessment conducted after a crisis event? |  |  |
| 6.2 | Are business operations restored following a priority-based approach? |  |  |
| 6.3 | Are employees supported in post-crisis recovery (e.g., well-being assessments)? |  |  |
| 6.4 | Is the policy updated based on lessons learned from past incidents? |  |  |

**Audit Findings:**  
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**Corrective Actions Required:**  
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**Auditor(s) Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_