

C.10. Quality Director Checklist

QUALITY DIRECTOR CHECKLIST			
No	Item	Time	Initials
1.	Acknowledge callout and proceed to EMC, do not call for information.		
2.	Provide immediate advice on quality and compliance implications and issues as necessary; determine any specialist that may be required.		
3.	Ensure that all regulatory documentations and records are controlled and available.		
4.	Keep a comprehensive log of own activities in order to brief to Safety Director when he arrives.		
5.	Attend all Safety Directors' briefings.		
6.	Liaise the authorities, e.g. GCAA, other authorities (as required).		
7.	Participate and support, as required, in respect to any investigations conducted by the EMT Chairman.		
8.	Ensure compliance with applicable regulatory requirements.		
Remarks:			
Note: Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator			
End of Checklist			
Name and Signature:		Date:	