

### C.9. Quality Manager Checklist

QUALITY MANAGER CHECKLIST			
No	Item	Time	Initials
1.	Acknowledge callout and proceed to EMC, do not call for information.		
2.	Be prepared to execute the administrator's checklist until someone more suitable arrives.		
3.	Provide immediate advice on quality and compliance implications and issues as necessary; determine any specialist that may be required.		
4.	Ensure that all regulatory documentations and records are controlled and available.		
5.	Keep a comprehensive log of own activities in order to brief to emergency director when he arrives.		
6.	Attend all Emergency Directors' briefings.		
7.	Liaise the authorities, e.g. GCAA, other authorities (as required).		
8.	Participate, as required, in respect to any investigations.		
9.	Ensure compliance with applicable regulatory requirements.		