Checklist Template					
Company Name	Checklist Name	Date C	reated	Revision Number	
Observat	l'at Farance (Dail Marall	(Mar. 41-1 /D		D 1)	
Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)					
Chaddiat Description					
Checklist Description					
Who's Involved		F	When is the checklist needed?		
Name Name	Department or Function	Example:	e: Phase completion, proposal created, etc.		
	NA/II (U '1 0			
What are the items?					
Item			Completed		
Who does the process transfer to next?					
Name Department or Function Milestone		Milestone			