

Health Service Work Life Service Center Culinary Service Operations Line HWSL SC - COSL

Annual Audit Checklist for Acceptance or Return to Unit

Audit Designation Letter	Yes	No	Comments
Header Correct? Match The Audit Memo?			
SSIC correct?			
Date Line: Dated Prior to Inspection			
From Line: CO/OINC and Signed?			
To Line: Inspector/E7 or above outside the chain/Signed			
Ref Line: Make Sure the references and Doc number are the correct correspond to the right manuals.			
Body: Make sure the correct unit name and date are documented.			
Date of Audit Conducted			Date
Email Submission Date Received (1st submission only)			Date
Annual Audit Memo	Yes	No	
Header Correct? Match The Designation Letter Memo?			
SSIC correct?			
Date Line: Dated on or After Inspection			
From Line: CO/OINC and Signed?			
To Line: HSWL SC (COSL)			
Thru Line: Inspector/E7 or above outside the chain/Signed			
Ref Line: Make Sure the references and Doc number are the correct correspond to the right manuals.			
Line 1:			
Unit Name Documented Properly?			
Date audited Documented Properly?			
Line 2:			
verify documented inventory against Line 8 of submitted WS-2576.			
Verify documented inventory total to WS-4261 total inventory.			
Line 3:			
Do a line 39 - Block F comparison			
Line 4:			
Verify all unit transactions have been approved/certified in FSMS using the Pcard Transaction tool.			
Ensure there are no transactions greater than \$10k micro purchase threshold.			
Verify Block G of WS-2576 matches CCHR.			
Line 5:			
Verify Line 26 documented value correct.			
CGDFOS WS-2576	Yes	No	
Unit OPFAC Correct.			
Unit Name Correct.			
Dining Facility Classification correct.			
Type of report boxes checked properly.			
Period covered correct.			
Line 1 = Line 8 last report.			
line 8 matches WS-4261 total.			
lines 15-20 match WS-3123 total values.			
line 25 matches line 26 previous month.			
line 28 = line 39 previous month.			
Line 34 total matches accounts receivables remarks.			
Block f = chow bill total sheet.			
All appropriate signatures applied? (CO/OIC, XO/XPO, FSO, Auditor)			
Inventory WS-4261	Yes	No	
Unit OPFAC Correct.			
Unit Name Correct.			
Dining Facility Classification correct.			
Type of report boxes checked properly.			
Date covered correct and matches Audit Memo and last date on WS-2576.			
All appropriate signatures applied? (CO/OIC, FSO(s), Auditor)			
Other Comments:	Date of Acceptance:		