

PROCESS BEING AUDITED:

5. PROCESS MONITORING QUESTIONS

5.1 PLAN HOW YOU'RE GOING TO MONITOR YOUR PROCESS

5.1.1 FIGURE OUT WHAT NEEDS TO BE MONITORED

1	Do you figure out what kind of policies and plans need to be monitored?	Y	N	X	
2	Do you figure out what kind of practices and procedures need to be monitored?	Y	N	X	
3	Do you figure out what kind of issues, factors, and concerns need to be monitored?	Y	N	X	
4	Do you figure out what kind of internal issues and factors need to be monitored?	Y	N	X	
5	Do you figure out what kind of external issues and factors need to be monitored?	Y	N	X	
6	Do you figure out what kind of participants and providers need to be monitored?	Y	N	X	
7	Do you figure out what kind of process participants need to be monitored?	Y	N	X	
8	Do you figure out what kind of process managers need to be monitored?	Y	N	X	
9	Do you figure out what kind of process personnel need to be monitored?	Y	N	X	
10	Do you figure out what kind of process providers need to be monitored?	Y	N	X	
11	Do you figure out what kind of internal process providers need to be monitored?	Y	N	X	
12	Do you figure out what kind of external process providers need to be monitored?	Y	N	X	
13	Do you figure out what kind of process inputs and outputs need to be monitored?	Y	N	X	
14	Do you figure out what kind of output characteristics need to be monitored?	Y	N	X	
15	Do you figure out what kind of input characteristics need to be monitored?	Y	N	X	
16	Do you figure out what kind of internal process resources need to be monitored?	Y	N	X	
17	Do you figure out what kind of data and information needs to be monitored?	Y	N	X	
18	Do you figure out what kind of documents and records need to be monitored?	Y	N	X	
19	Do you figure out what kind of hardware and software needs to be monitored?	Y	N	X	

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20	Do you figure out what kind of parts and components need to be monitored?	Y	N	X	
21	Do you figure out what kind of products and services need to be monitored?	Y	N	X	
22	Do you figure out what kind of property and supplies need to be monitored?	Y	N	X	
5.1.2 FIGURE OUT HOW MONITORING WILL BE DONE					
23	Do you plan how you're going to monitor customer satisfaction?	Y	N	X	
24	Do you plan how to monitor customer feelings about process outputs?	Y	N	X	
25	Do you plan how to monitor information about customer satisfaction?	Y	N	X	
26	Do you plan how you're going to monitor process performance?	Y	N	X	
27	Do you plan how you're going to monitor process outputs?	Y	N	X	
28	Do you plan how you're going to monitor output deliveries?	Y	N	X	
29	Do you plan how to monitor post-delivery performance?	Y	N	X	
30	Do you plan how you're going to monitor output characteristics?	Y	N	X	
31	Do you plan how you're going to monitor process activities?	Y	N	X	
32	Do you plan how you're going to monitor process management activities?	Y	N	X	
33	Do you plan how to monitor how well process management activities meet expectations?	Y	N	X	
34	Do you plan how to monitor how well process management activities apply policies?	Y	N	X	
35	Do you plan how to monitor how well process management activities implement plans?	Y	N	X	
36	Do you plan how to monitor how well process management activities follow procedures?	Y	N	X	
37	Do you plan how to monitor how well process management activities achieve objectives?	Y	N	X	
38	Do you plan how to monitor how well process management activities meet requirements?	Y	N	X	
39	Do you plan how you're going to monitor process operating activities?	Y	N	X	

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40	Do you plan how to monitor how well process operating activities meet expectations?	Y	N	X
41	Do you plan how to monitor how well process operating activities apply policies?	Y	N	X
42	Do you plan how to monitor how well process operating activities implement plans?	Y	N	X
43	Do you plan how to monitor how well process operating activities follow procedures?	Y	N	X
44	Do you plan how to monitor how well process operating activities achieve objectives?	Y	N	X
45	Do you plan how to monitor how well process operating activities meet requirements?	Y	N	X
46	Do you plan how you're going to monitor process maintenance activities?	Y	N	X
47	Do you plan how to monitor how well process maintenance activities meet expectations?	Y	N	X
48	Do you plan how to monitor how well process maintenance activities apply policies?	Y	N	X
49	Do you plan how to monitor how well process maintenance activities implement plans?	Y	N	X
50	Do you plan how to monitor how well process maintenance activities follow procedures?	Y	N	X
51	Do you plan how to monitor how well process maintenance activities achieve objectives?	Y	N	X
52	Do you plan how to monitor how well process maintenance activities meet requirements?	Y	N	X
53	Do you plan how you're going to monitor process monitoring activities?	Y	N	X
54	Do you plan how to monitor how well process monitoring activities meet expectations?	Y	N	X
55	Do you plan how to monitor how well process monitoring activities apply policies?	Y	N	X
56	Do you plan how to monitor how well process monitoring activities implement plans?	Y	N	X
57	Do you plan how to monitor how well process monitoring activities follow procedures?	Y	N	X
58	Do you plan how to monitor how well process monitoring activities achieve objectives?	Y	N	X
59	Do you plan how to monitor how well process monitoring activities meet requirements?	Y	N	X
60	Do you plan how you're going to monitor process measurement activities?	Y	N	X

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61	Do you plan how to monitor how well process measurement activities meet expectations?	Y	N	X	
62	Do you plan how to monitor how well process measurement activities apply policies?	Y	N	X	
63	Do you plan how to monitor how well process measurement activities implement plans?	Y	N	X	
64	Do you plan how to monitor how well process measurement activities follow procedures?	Y	N	X	
65	Do you plan how to monitor how well process measurement activities achieve objectives?	Y	N	X	
66	Do you plan how to monitor how well process measurement activities meet requirements?	Y	N	X	
67	Do you plan how you're going to monitor process control activities?	Y	N	X	
68	Do you plan how to monitor how well process control activities meet expectations?	Y	N	X	
69	Do you plan how to monitor how well process control activities apply policies?	Y	N	X	
70	Do you plan how to monitor how well process control activities implement plans?	Y	N	X	
71	Do you plan how to monitor how well process control activities follow procedures?	Y	N	X	
72	Do you plan how to monitor how well process control activities achieve objectives?	Y	N	X	
73	Do you plan how to monitor how well process control activities meet requirements?	Y	N	X	
74	Do you plan how you're going to monitor process evaluation activities?	Y	N	X	
75	Do you plan how you're going to monitor process audit activities?	Y	N	X	
76	Do you plan how to monitor how well process audit activities meet expectations?	Y	N	X	
77	Do you plan how to monitor how well process audit activities apply policies?	Y	N	X	
78	Do you plan how to monitor how well process audit activities implement plans?	Y	N	X	
79	Do you plan how to monitor how well process audit activities follow procedures?	Y	N	X	
80	Do you plan how to monitor how well process audit activities achieve objectives?	Y	N	X	
81	Do you plan how to monitor how well process audit activities meet requirements?	Y	N	X	
82	Do you plan how you're going to monitor process review activities?	Y	N	X	

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83	Do you plan how to monitor how well process review activities meet expectations?	Y	N	X
84	Do you plan how to monitor how well process review activities apply policies?	Y	N	X
85	Do you plan how to monitor how well process review activities implement plans?	Y	N	X
86	Do you plan how to monitor how well process review activities follow procedures?	Y	N	X
87	Do you plan how to monitor how well process review activities achieve objectives?	Y	N	X
88	Do you plan how to monitor how well process review activities meet requirements?	Y	N	X
89	Do you plan how you're going to monitor process modification activities?	Y	N	X
90	Do you plan how you're going to monitor process correction activities?	Y	N	X
91	Do you plan how to monitor how well process correction activities meet expectations?	Y	N	X
92	Do you plan how to monitor how well process correction activities apply policies?	Y	N	X
93	Do you plan how to monitor how well process correction activities implement plans?	Y	N	X
94	Do you plan how to monitor how well process correction activities follow procedures?	Y	N	X
95	Do you plan how to monitor how well process correction activities achieve objectives?	Y	N	X
96	Do you plan how to monitor how well process correction activities meet requirements?	Y	N	X
97	Do you plan how you're going to monitor process improvement activities?	Y	N	X
98	Do you plan how to monitor how well process improvement activities meet expectations?	Y	N	X
99	Do you plan how to monitor how well process improvement activities apply policies?	Y	N	X
100	Do you plan how to monitor how well process improvement activities implement plans?	Y	N	X
101	Do you plan how to monitor how well process improvement activities follow procedures?	Y	N	X
102	Do you plan how to monitor how well process improvement activities achieve objectives?	Y	N	X
103	Do you plan how to monitor how well process improvement activities meet requirements?	Y	N	X
104	Do you plan how you're going to monitor process resources?	Y	N	X

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105	Do you plan how you're going to monitor process parts?	Y	N	X	
106	Do you plan how you're going to monitor process plans?	Y	N	X	
107	Do you plan how you're going to monitor process policies?	Y	N	X	
108	Do you plan how you're going to monitor process supplies?	Y	N	X	
109	Do you plan how you're going to monitor process hardware?	Y	N	X	
110	Do you plan how you're going to monitor process software?	Y	N	X	
111	Do you plan how you're going to monitor process services?	Y	N	X	
112	Do you plan how you're going to monitor process products?	Y	N	X	
113	Do you plan how you're going to monitor process property?	Y	N	X	
114	Do you plan how you're going to monitor process providers?	Y	N	X	
115	Do you plan how you're going to monitor process documents?	Y	N	X	
116	Do you plan how you're going to monitor process components?	Y	N	X	
117	Do you plan how you're going to monitor process infrastructure?	Y	N	X	
118	Do you plan how you're going to monitor process participants?	Y	N	X	
119	Do you plan how you're going to monitor process procedures?	Y	N	X	
120	Do you plan how you're going to monitor process practices?	Y	N	X	
121	Do you plan how you're going to monitor process records?	Y	N	X	
122	Do you plan how you're going to monitor process inputs?	Y	N	X	
123	Do you plan how you're going to monitor internal process inputs?	Y	N	X	
124	Do you plan how you're going to monitor external process inputs?	Y	N	X	
125	Do you plan how you're going to monitor reports about counterfeit parts?	Y	N	X	

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126	Do you plan how you're going to monitor process technologies?	Y	N	X	
127	Do you plan how you're going to monitor process tools and equipment?	Y	N	X	
128	Do you plan how you're going to monitor process monitoring tools and equipment?	Y	N	X	
129	Do you plan how you're going to recall monitoring tools and equipment that must be recalibrated or reverified?	Y	N	X	
130	Do you plan how you're going to monitor process measurement tools and equipment?	Y	N	X	
131	Do you plan how you're going to recall measurement tools and equipment that must be recalibrated or reverified?	Y	N	X	
132	Do you plan how you're going to monitor process environment?	Y	N	X	
133	Do you plan how you're going to monitor your process's external context?	Y	N	X	
134	Do you figure out how you're going to monitor the external issues and factors that could affect your process?	Y	N	X	
135	Do you figure out how you're going to monitor the external interested parties that could affect your process?	Y	N	X	
136	Do you plan how you're going to monitor your process's internal context?	Y	N	X	
137	Do you figure out how you're going to monitor the internal issues and factors that could affect your process?	Y	N	X	
138	Do you figure out how you're going to monitor the internal interested parties that could affect your process?	Y	N	X	

5.1.3 FIGURE OUT WHO WILL PERFORM MONITORING TASKS

139	Do you allocate responsibility and authority for monitoring process plans?	Y	N	X	
140	Do you allocate responsibility and authority for monitoring process policies?	Y	N	X	
141	Do you allocate responsibility and authority for monitoring process outputs?	Y	N	X	
142	Do you allocate responsibility and authority for monitoring process supplies?	Y	N	X	

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143	Do you allocate responsibility and authority for monitoring process materials?	Y	N	X	
144	Do you allocate responsibility and authority for monitoring process hardware?	Y	N	X	
145	Do you allocate responsibility and authority for monitoring process software?	Y	N	X	
146	Do you allocate responsibility and authority for monitoring process services?	Y	N	X	
147	Do you allocate responsibility and authority for monitoring process products?	Y	N	X	
148	Do you allocate responsibility and authority for monitoring process property?	Y	N	X	
149	Do you allocate responsibility and authority for monitoring process providers?	Y	N	X	
150	Do you allocate responsibility and authority for monitoring process objectives?	Y	N	X	
151	Do you allocate responsibility and authority for monitoring process documents?	Y	N	X	
152	Do you allocate responsibility and authority for monitoring process participants?	Y	N	X	
153	Do you allocate responsibility and authority for monitoring process components?	Y	N	X	
154	Do you allocate responsibility and authority for monitoring process technologies?	Y	N	X	
155	Do you allocate responsibility and authority for monitoring process characteristics?	Y	N	X	
156	Do you allocate responsibility and authority for monitoring process requirements?	Y	N	X	
157	Do you allocate responsibility and authority for monitoring process infrastructure?	Y	N	X	
158	Do you allocate responsibility and authority for monitoring process environment?	Y	N	X	
159	Do you allocate responsibility and authority for monitoring process procedures?	Y	N	X	
160	Do you allocate responsibility and authority for monitoring process practices?	Y	N	X	
161	Do you allocate responsibility and authority for monitoring process records?	Y	N	X	
162	Do you allocate responsibility and authority for monitoring process parties?	Y	N	X	
163	Do you allocate responsibility and authority for monitoring process inputs?	Y	N	X	

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5.2 QUALIFY THE RESOURCES NEEDED TO MONITOR PROCESS

164	Do you select monitoring resources that are fit for purpose?	Y	N	X	
165	Do you select monitoring resources that will yield valid and reliable results?	Y	N	X	
166	Do you select resources that will help ensure that outputs meet requirements?	Y	N	X	
167	Do you validate monitoring resources before you use them?	Y	N	X	
168	Do you validate tools before they are used to monitor process?	Y	N	X	
169	Do you validate equipment before it is used to monitor process?	Y	N	X	
170	Do you validate software before it is used to monitor process?	Y	N	X	

5.3 PROVIDE THE RESOURCES NEEDED TO MONITOR PROCESS

5.3.1 PROVIDE THE EXPERTISE NEEDED TO MONITOR YOUR PROCESS

171	Do you provide the expertise needed to ensure that monitoring methods will consistently yield valid and reliable results?	Y	N	X	
172	Do you provide the managers needed to monitor your process?	Y	N	X	
173	Do you acquire the knowledge that managers need to support process monitoring and achieve conformity of outputs?	Y	N	X	
174	Do you share the knowledge that managers need so that they can support process monitoring and achieve conformity of outputs?	Y	N	X	
175	Do you deliver suitable training and awareness programmes for managers of process monitoring activities?	Y	N	X	
176	Do you provide the personnel needed to monitor your process?	Y	N	X	
177	Do you acquire the knowledge that personnel need to monitor your process and achieve conformity of outputs?	Y	N	X	
178	Do you consider internal sources of knowledge about process monitoring?	Y	N	X	
179	Do you consider external sources of knowledge about process monitoring?	Y	N	X	

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180	Do you share the knowledge that personnel need to monitor your process and achieve conformity of outputs?	Y	N	X	
181	Do you deliver suitable training and awareness programmes for your process monitoring personnel?	Y	N	X	

5.3.2 PROVIDE THE TECHNOLOGY NEEDED TO MONITOR YOUR PROCESS

182	Do you provide the technology needed to ensure that your monitoring methods will yield valid and reliable results?	Y	N	X	
183	Do you provide the software needed to monitor your process?	Y	N	X	
184	Do you provide the software needed to support process monitoring and achieve conformity of outputs?	Y	N	X	
185	Do you provide the hardware needed to monitor your process?	Y	N	X	
186	Do you provide the hardware needed to support process monitoring and achieve conformity of outputs?	Y	N	X	

5.3.3 PROVIDE THE INFRASTRUCTURE NEEDED TO MONITOR YOUR PROCESS

187	Do you provide the infrastructure needed to ensure that your monitoring methods will yield valid and reliable results?	Y	N	X	
188	Do you provide the infrastructure needed to support your process monitoring and achieve conformity of outputs?	Y	N	X	

5.4 USE AUTHORIZED METHODS TO MONITOR YOUR PROCESS

5.4.1 USE AUTHORIZED METHODS TO MONITOR PROCESS ACTIVITIES

189	Do you use authorized methods to monitor process management activities?	Y	N	X	
190	Do you monitor how well process management activities meet expectations?	Y	N	X	
191	Do you monitor how well process management activities apply policies?	Y	N	X	
192	Do you monitor how well process management activities implement plans?	Y	N	X	
193	Do you monitor how well process management activities follow procedures?	Y	N	X	

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194	Do you monitor how well process management activities achieve objectives?	Y	N	X	
195	Do you monitor how well process management activities comply with requirements?	Y	N	X	
196	Do you use authorized methods to monitor process operating activities?	Y	N	X	
197	Do you monitor how well process operating activities meet expectations?	Y	N	X	
198	Do you monitor how well process operating activities apply policies?	Y	N	X	
199	Do you monitor how well process operating activities implement plans?	Y	N	X	
200	Do you monitor how well process operating activities follow procedures?	Y	N	X	
201	Do you monitor how well process operating activities achieve objectives?	Y	N	X	
202	Do you monitor how well process operating activities comply with requirements?	Y	N	X	
203	Do you use authorized methods to monitor process maintenance activities?	Y	N	X	
204	Do you monitor how well process maintenance activities meet expectations?	Y	N	X	
205	Do you monitor how well process maintenance activities apply policies?	Y	N	X	
206	Do you monitor how well process maintenance activities implement plans?	Y	N	X	
207	Do you monitor how well process maintenance activities follow procedures?	Y	N	X	
208	Do you monitor how well process maintenance activities achieve objectives?	Y	N	X	
209	Do you monitor how well process maintenance activities comply with requirements?	Y	N	X	
210	Do you use authorized methods to monitor process measurement activities?	Y	N	X	
211	Do you monitor how well process measurement activities meet expectations?	Y	N	X	
212	Do you monitor how well process measurement activities apply policies?	Y	N	X	
213	Do you monitor how well process measurement activities implement plans?	Y	N	X	
214	Do you monitor how well process measurement activities follow procedures?	Y	N	X	

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215	Do you monitor how well process measurement activities achieve objectives?	Y	N	X	
216	Do you monitor how well process measurement activities comply with requirements?	Y	N	X	
217	Do you use authorized methods to monitor process monitoring activities?	Y	N	X	
218	Do you monitor how well process monitoring activities meet expectations?	Y	N	X	
219	Do you monitor how well process monitoring activities apply policies?	Y	N	X	
220	Do you monitor how well process monitoring activities implement plans?	Y	N	X	
221	Do you monitor how well process monitoring activities follow procedures?	Y	N	X	
222	Do you monitor how well process monitoring activities achieve objectives?	Y	N	X	
223	Do you monitor how well process monitoring activities comply with requirements?	Y	N	X	
224	Do you use authorized methods to monitor process control activities?	Y	N	X	
225	Do you monitor how well process control activities meet expectations?	Y	N	X	
226	Do you monitor how well process control activities apply policies?	Y	N	X	
227	Do you monitor how well process control activities implement plans?	Y	N	X	
228	Do you monitor how well process control activities follow procedures?	Y	N	X	
229	Do you monitor how well process control activities achieve objectives?	Y	N	X	
230	Do you monitor how well process control activities comply with requirements?	Y	N	X	
231	Do you use authorized methods to monitor process evaluation activities?	Y	N	X	
232	Do you use authorized methods to monitor process audit activities?	Y	N	X	
233	Do you monitor how well process audit activities meet expectations?	Y	N	X	
234	Do you monitor how well process audit activities apply policies?	Y	N	X	
235	Do you monitor how well process audit activities implement plans?	Y	N	X	
236	Do you monitor how well process audit activities follow procedures?	Y	N	X	

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237	Do you monitor how well process audit activities achieve objectives?	Y	N	X	
238	Do you monitor how well process audit activities comply with requirements?	Y	N	X	
239	Do you use authorized methods to monitor process review activities?	Y	N	X	
240	Do you monitor how well process review activities meet expectations?	Y	N	X	
241	Do you monitor how well process review activities apply policies?	Y	N	X	
242	Do you monitor how well process review activities implement plans?	Y	N	X	
243	Do you monitor how well process review activities follow procedures?	Y	N	X	
244	Do you monitor how well process review activities achieve objectives?	Y	N	X	
245	Do you monitor how well process review activities comply with requirements?	Y	N	X	
246	Do you use authorized methods to monitor process modification activities?	Y	N	X	
247	Do you use authorized methods to monitor process correction activities?	Y	N	X	
248	Do you monitor how well process correction activities meet expectations?	Y	N	X	
249	Do you monitor how well process correction activities apply policies?	Y	N	X	
250	Do you monitor how well process correction activities implement plans?	Y	N	X	
251	Do you monitor how well process correction activities follow procedures?	Y	N	X	
252	Do you monitor how well process correction activities achieve objectives?	Y	N	X	
253	Do you monitor how well process correction activities comply with requirements?	Y	N	X	
254	Do you use authorized methods to monitor process improvement activities?	Y	N	X	
255	Do you monitor how well process improvement activities meet expectations?	Y	N	X	
256	Do you monitor how well process improvement activities apply policies?	Y	N	X	
257	Do you monitor how well process improvement activities implement plans?	Y	N	X	

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258	Do you monitor how well process improvement activities follow procedures?	Y	N	X	
259	Do you monitor how well process improvement activities achieve objectives?	Y	N	X	
260	Do you monitor how well process improvement activities comply with requirements?	Y	N	X	

5.4.2 USE AUTHORIZED METHODS TO MONITOR PROCESS OUTPUTS

261	Do you monitor how well process outputs meet expectations?	Y	N	X	
262	Do you monitor how well process outputs apply policies?	Y	N	X	
263	Do you monitor how well process outputs implement plans?	Y	N	X	
264	Do you monitor how well process outputs follow procedures?	Y	N	X	
265	Do you monitor how well process outputs achieve objectives?	Y	N	X	
266	Do you monitor how well process outputs comply with requirements?	Y	N	X	
267	Do you monitor how well process outputs meet customer requirements?	Y	N	X	
268	Do you monitor how well process outputs meet regulatory requirements?	Y	N	X	
269	Do you monitor how well process outputs meet corporate requirements?	Y	N	X	

5.4.3 USE AUTHORIZED METHODS TO MONITOR PROCESS INPUTS

270	Do you monitor supplies that have or could have a major impact on outputs?	Y	N	X	
271	Do you monitor services that have or could have a major impact on outputs?	Y	N	X	
272	Do you monitor materials that have or could have a major impact on outputs?	Y	N	X	
273	Do you monitor products that have or could have a major impact on outputs?	Y	N	X	
274	Do you monitor components that have or could have a major impact on outputs?	Y	N	X	
275	Do you monitor all of your "critical items" and "key characteristics"?	Y	N	X	
276	Do you monitor all relevant counterfeit parts and components?	Y	N	X	
277	Do you monitor external reports about counterfeit parts?	Y	N	X	

ORGANIZATION:

YOUR LOCATION:

COMPLETED BY:

DATE COMPLETED:

REVIEWED BY:

DATE REVIEWED:

MAY 2018

PLAIN ENGLISH PROCESS AUDIT TOOL

EDITION 1.0

PART 5

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PROCESS BEING AUDITED:

5. PROCESS MONITORING QUESTIONS

5.4.4 USE AUTHORIZED METHODS TO MONITOR PROCESS DOCUMENTS

278	Do you monitor documents that specify how your process should be operated?	Y	N	X
279	Do you monitor documents that specify how your process should be maintained?	Y	N	X
280	Do you monitor documents that specify how your process should be monitored?	Y	N	X
281	Do you monitor documents that specify how your process should be measured?	Y	N	X
282	Do you monitor documents that specify how your process should be controlled?	Y	N	X
283	Do you monitor documents that specify how your process should be audited?	Y	N	X
284	Do you monitor documents that specify how your process should be reviewed?	Y	N	X
285	Do you monitor documents that specify how your process should be corrected?	Y	N	X
286	Do you monitor documents that specify how your process should be improved?	Y	N	X

5.4.5 USE AUTHORIZED METHODS TO MONITOR PROCESS RECORDS

287	Do you monitor records of personnel performance and competence?	Y	N	X
288	Do you retain records of personnel performance and competence?	Y	N	X
289	Do you use records to show that personnel know how to perform process tasks?	Y	N	X
290	Do you monitor records that track the performance of your process?	Y	N	X
291	Do you monitor records that keep track of process operations?	Y	N	X
	Etcetera ...	Y	N	X

Now that you've seen a sample of our approach, please consider purchasing our complete Plain English Process Audit Tool (Title 8). If you purchase our audit tool, you'll find that it's integrated, detailed, exhaustive, easy to understand, and simple to use. We guarantee it. Title 8 comes in both MS Word and pdf file formats.

ORGANIZATION:		YOUR LOCATION:	
COMPLETED BY:		DATE COMPLETED:	
REVIEWED BY:		DATE REVIEWED:	