

ACCOUNTING & BOOK KEEPING

Manufacturing Audit

Document Checklist for Accounting & Book Keeping

Professional assistance for Manufacturing Audit, covering eligibility review, document checklist, application preparation, filing coordination and follow-up support.

Documents Required

- Business registration/incorporation proof
- Site plan and layout of the manufacturing unit
- List of machinery and equipment installed
- Manufacturing process and production records
- Raw material and finished goods inventory records
- Applicable licences/registrations of the manufacturing unit
- Quality control and testing records, if maintained
- Employee/workforce details at the facility

Note: The above list indicates commonly required documents. Additional documents may be requested depending on the specific scope of engagement. Expert Registration confirms the exact requirement after a brief consultation.