

<u>Focus Areas</u>	<u>Month</u>												<u>Year to Date</u>	<u>Thresh Hold</u>
<i>Topic, & Areas to be audited monthly, # reviewed and % accurately being completed</i>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	%	%
Release Logs														
# Randomly review 3 minimum to assure that they are being completed with necessary contact as required														
% Completed accurately with necessary content														