RCS Checklist:

1. Last Scope Certificate if available
2. Last year audit report if available
3. RCS Label
4. Product Risk Assessment
5. Annual Volume Reconciliation record
Technical part:
1. Unit Map/Floor layout plan with RCS marking
2. Process Flow Chart
3. Stock Details
4. Purchase Details-Invoice, packing list, BL, TC, Challan
5. Sales Details- Invoice, packing list, BL, TC, Challan
6. Traceability/Production record (Details record from input & output)
7. Reception check record
8. Annual Purchase & Sales Record
9. Cleaning record
10. Stock Declaration (Declaration of running stock of all RCS product)
11. Customer Complain Record/Format
12. MR-Management Representative for RCS
13. SOP- Standard Operating Procedure for RCS
14. Training record for RCS (Staff + Workers)
15. Legal documents-Factory license, Fire license, Trade license
16. Process description with production capacity
17. Internal audit report