# Control Point Review Checklist

Check whether a process verifies work at the right time and leaves reliable evidence.

Use this to review one existing process or checkpoint. A control is a verification step—not a sign of distrust. It should help identify errors before they move further through the process.

## A. Identify the control

| Process or activity | Step being checked |
|---|---|
| | |
| | |
| | |

## B. Review the existing checkpoint

| Review question | Yes | No | Action / note |
|---|---|---|---|
| Is the check clearly defined? | ■ | ■ | |
| Is the person responsible for the check clear? | ■ | ■ | |
| Does the check happen before work moves forward? | ■ | ■ | |
| Can the checker access the information needed? | ■ | ■ | |
| Does the check catch the errors or omissions it is meant to catch? | ■ | ■ | |
| Is the outcome recorded where required? | ■ | ■ | |
| Is there a clear response when the check fails? | ■ | ■ | |

## C. Decide what needs attention

| Weakness identified | Proposed improvement | Person responsible | Target date |
|---|---|---|---|
| | | | |

**If a check fails: identify what is missing or incorrect, establish who must address it, follow the agreed process and retain the required evidence. Do not treat an unresolved issue as complete.**

*This checklist is a practical aid. It does not replace required approvals, formal controls or approved Brand Group procedures.*