



Monitoring of Interested Parties
 DFA-QMS F16
 Rev.02, 10-Sep-2018

Office/Division	<i>Full name of office/division</i>	Rev./Date	<i>Revision number of content/Date of approval of content</i>
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Interested Party	Requirements	Source of Information	Frequency of Review	Documented Information/ Monitoring Tool
<i>External client/s and any agency/bureau</i> E.g. Service Provider	<i>Interested parties' needs and expectations from the office</i> E.g. <ul style="list-style-type: none"> • Terms of Reference • Contract • Timely release of payment 	<i>Where the needs and expectations of interested parties are provided</i> E.g. Signed contract	<i>How often the office reviews the source of information, and needs and expectations of its interested parties</i> E.g. Quarterly	<i>Records of review of the attainment and source of information of needs and expectations of interested parties, including raw data</i> E.g. Client Feedback from offices

APPROVALS	SIGNATURES	DATE
NAME <i>Position</i>		
Prepared by		
NAME <i>Position</i>		
Reviewed by		

NOTE: Contents of this form shall be reviewed semi-annually



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NAME <i>Position</i>		
Approved by		

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