



## MEMORANDUM

DATE:

FROM: \_\_\_\_\_, President

TO: All Quality departments and personnel

SUBJECT: Audit Committee

AUTHORITY: Quality Assurance Manual

The following persons are assigned to the Audit Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The audit committee will conduct an audit of the Future Design & Engineering Corporation Quality System in accordance with proscribed procedures and report their results to the president no later than \_\_\_\_\_.