Internal Audit Check list

PRODUCTION				
Created:	17/May 1995	**Audit No 15**	VM3/COP 29 08 07 VOP 09	
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Audit Date		Auditor	ISO 7.5	

	QUESTION:	RESPONSE	Y/N
1	Check that each job for production has its own unique worksheet in the ducket.		
2	Does the worksheet contain all the relevant information.		
3	Check that all jobs are kept in an appropriate duckets.		
4	Check that jobs awaiting assembly are in the correct area.	Production jobs are usually released one at a time. These are worked on at time of release.	
5	Verify that all parts are correctly scanned to the production build by the operator. Use the PS production number from a production job in a ducket or from the all jobs list and then put it into - Production – Parts pick. This list can then be compared to the stock procedure – Parts List to Build batch. Check 5 to see if what is scanned matches what is required. 1 2 3 4 5		
6	Check that the operating procedure is with the job, and is the latest issue.	Intrastats links to production COPS	N/A
7	Verify that the operator has adequate training and / or experience.	Training Audit	N/A
8	Verify that there is adequate tooling to complete the task.		
9	Check that completed jobs are in the correct area.		
10	Verify that all the relevant information is entered into Intrastats. Check 5 production jobs. Use the same as below to find a barcode ID from each Production job and check its QA history. 1 2 3 4 5		

11	Check the Start Job List in Production to see if they are all valid. Review any older than a month. List any below.		
12	Check the Production in Production List in production. The list shows what is in and at what stage it is at. Review any older than a month. List any below.		
13	Check that finished product is placed in the correct area for test.	Tested at time of production	
14	Is there adequate storage and working facilities.		
15	Is the production area in a tidy and workable state.		
16	Can resources be improved to facilitate process control.		