Internal Audit Check list

PRODUCTION

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Audit Date	19 7-9	Auditor	ISO 7.5

Production is now controlled from Intrastats.

QUESTION:	RESPONSE:	Y/N
Check that each job for production has its own unique worksheet.	Intrastats generates a production No.	N/A
Does the worksheet contain ALL the relevant information?	Intrastats links to production COPS	N/A
Check that all jobs are kept in appropriate duckets.		Y
Check that jobs awaiting assembly are in the correct area.		N/A
Verify that all parts are withdrawn from stock prior to issue of the job to an operator.	Intrastats	Y
Check that the operating procedure is with the job, and is the latest issue.	Intrastats links to production COPS	N/A
Verify that the operator has adequate training and / or experience.	Training Audit	N/A
Verify that there is adequate tooling to complete the task.	Provided upon request	Y
Check that completed jobs are in the correct area.		Y
Verify that all the relevant information is entered into Intrastats.		Y
Check that finished product is placed in the correct area for test.		Y
Is there adequate storage and working facilities?		Y
Is the production area in a tidy and workable state?		Y
Can resources be improved to facilitate process control?		NO