Internal Audit Check list
PRODUCTION

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Audit Date	1/11/11	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.	PS 1196 1197 1193	Y
Check that jobs awaiting assembly are in the correct area.	Yes & space limited	
Verify that all parts are withdrawn from stock prior to issue of the job to an operator.	✱ #1	
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.		Y
Check that completed jobs are in the correct area.		Y
Verify that all the relevant information is entered into Intrastats.	see #1	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?	could be better	
Can resources be improved to facilitate process control?	More SPACE ?	

#1 operator can now scan stems to build as opposed to getting box of Bits — Need to change Audit to ensure stock gets scanned.