

Internal Audit Check list

PRODUCTION

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|------------|------------------|------------------------------------|----------------------------|
| Created: | 17/May 1995 | Audit No 15 | VM3/COP 29 08 07 VOP 09 |
| Revised: | 01 November 2011 | Last printed 4/30/2007 11:12:00 AM | Page 1 of 1 |
| Audit Date | | 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 <u>ALL</u> 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. | | X |
| Verify that all parts are correctly scanned to the production build by the operator. | X | 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. | | 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? | | .. |
| | | |
| | | |

* Need to Add Now TRAKED ITEMS
to APP Pick Parts. # 34999



In Production Jobs

| Job | Quantity | Stock Ref | Created by | Created On | Started by | Started On |
|--------|----------|-----------|-------------|------------|------------------|------------|
| PS1279 | 20 | 0310100 | Steve Nixon | 13/02/12 | Catherine Spence | 13/04/12 |
| PS1299 | 25 | 0110224 | Steve Nixon | 27/03/12 | Catherine Spence | 30/03/12 |
| PS1297 | 2 | 0310100 | Steve Nixon | 23/03/12 | Catherine Spence | 13/04/12 |
| PS1263 | 4 | 0110225 | Steve Nixon | 30/01/12 | Catherine Spence | 30/01/12 |