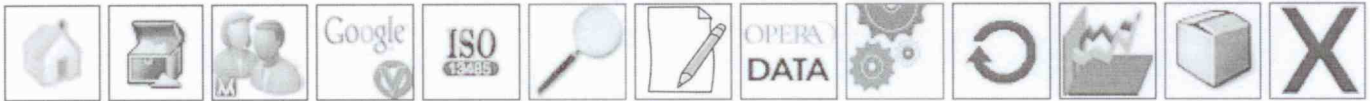


Internal Audit Check list			
PRODUCTION			
Created:	17/May 1995	Audit No 15	VM3/COP 29 08 07 VOP 09
Revised:	01 November 2011	Last printed 4/30/2007 11:12:00 AM	Page 1 of 1
Audit Date		Auditor	ISO 7.5

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.		✓
Check that jobs awaiting assembly are in the correct area.		✓
Verify that all parts are correctly scanned to the production build by the operator.	*	✓
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.		✓
Check that completed jobs are in the correct area.		✓
Verify that all the relevant information is entered into Intrastats.		✓
Check that finished product is placed in the correct area for test.		✓
Is there adequate storage and working facilities?		✓
Is the production area in a tidy and workable state?		✓
Can resources be improved to facilitate process control?		

\* Need to Add Now  
to APP / Pick Parts. TAKED ITEMS  
# 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