

Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD

PRODUCTION

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|------------|-------------|--------------------|-------------|
| Created: | 17/May 1995 | Audit No 15 | VOP 08 |
| | | | Page 1 of 4 |
| Audit Date | 21-7-25 | Auditor | |

| Company / ISO Section | Criteria of ISO Section | Auditor Comments / Issues |
|-------------------------------|---|--|
| VST Ltd ISO9001:2015 7.1.3 | <p>Infrastructure</p> <p>The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.</p> <p>NOTE Infrastructure can include:</p> <ul style="list-style-type: none"> a) buildings and associated utilities; b) equipment, including hardware and software; c) transportation resources; d) information and communication technology. | <p>meetings Feedback QA system procedures</p> |
| VST Ltd ISO9001:2015 8.5.1 | <p>Control of production and service provision</p> <p>The organization shall implement production and service provision under controlled conditions.</p> <p>Controlled conditions shall include, as applicable:</p> <ul style="list-style-type: none"> a) the availability of documented information that defines: 1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed; 2) the results to be achieved; b) the availability and use of suitable monitoring and measuring resources; c) the implementation of monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met; d) the use of suitable infrastructure and environment for the operation of processes; e) the appointment of competent persons, including any required qualification; f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement; g) the implementation of actions to prevent human error; h) the implementation of release, delivery and post-delivery activities | <p>Doc index Procedures Tech files QA system Calibration index management Review</p> |

| | QUESTION: | RESPONSE | Y/N |
|---|--|----------------------|------------|
| 1 | Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory. | Nothing outstanding* | Y |
| 2 | Check that each job for production has its own unique worksheet in the ducket. | | Y |
| 3 | Does the worksheet contain all the relevant information. | | Y |

* No non conformance issues

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|----|---|---|----------|
| 4 | Check that all jobs are kept in an appropriate duckets. | | Y |
| 5 | 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. | Y |
| 6 | <p>Verify that all parts are correctly scanned to the production build by the operator.</p> <p>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.</p> <p>Check 5 to see if what is scanned matches what is required.</p> <p>1. PRO 3811 - 800004 ✓ 2. PRO 3808 - 8000054 ✓ 3. PRO 3805 - 8000004 ✓ 4. PRO 38 - 8000004 ✓ 5. PRO 38 - 8000004 ✓</p> | | Y |
| 7 | Check that the operating procedure is with the job, and is the latest issue. | Intrastats links to production COPS | N/A Y |
| 8 | Verify that the operator has adequate training and / or experience. | Training Audit | N/A Y |
| 9 | Verify that there is adequate tooling to complete the task. | We are looking into a cable stripper | Y |
| 10 | Check that completed jobs are in the correct area. | | Y |
| 11 | <p>Verify that all the relevant information is entered into Intrastats.</p> <p>Check 5 production jobs. Use the same as above to find a barcode ID from each Production job and check its QA history.</p> <p>1. 2. as above 3. 4. 5.</p> | No QA carried out | N/A |
| 12 | Check the Start Job List in Production to see if they are all valid. Review any older than a month. List any below. | None all ok. | Y |
| 13 | 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. | None all ok | Y |

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|----|---|------------------------------|---|
| 14 | Check that finished product is placed in the correct area for test. | Tested at time of production | ✓ |
| 15 | Is there adequate storage and working facilities. | | ✓ |
| 16 | Is the production area in a tidy and workable state. | | ✓ |
| 17 | Can resources be improved to facilitate process control. | | ✓ |

Sub Processes Linked to Audit

Review the below processes tasks and audits and ensure they are completed in a timely manner.

List Processes Per Title

Clone from Docid

| Health And Safety Controller | | | | | |
|--|---|-------------------------------|---------------------|----------------|--|
| Process Scope | Roll Task Roll Audit | Risk | Action | * Notes | |
| PROCESSID 8037 To check to see if products have changes or if there are any new products. Are there any new HSE implications. | Task: 54 <i>3465041</i> Managing Director Audit : | Freq 1 Risk 1 Overall 1 | Task 12M | | |
| Warehouse Team Leader | | | | | |
| Process Scope | Roll Task Roll Audit | Risk | Action | * Notes | |
| PROCESSID 6955 To set production job for any stock item that is needed for customer back order, warehouse requests or marketing | Task: 907 <i>370309</i> Director 3 (Steve) <i>in focus</i> Audit :908 <i>363749</i> Managing Director | Freq 2 Risk 1 Overall 2 | Task 1W Audit 3M | | |
| Audits | | | | | |
| Process Scope | Roll Task Roll Audit | Risk | Action | * Notes | |
| PROCESSID 7727 To carry out Audit 15 Production Viamed | Task: <i>362949</i> Audit :28 <i>✓</i> Company Secretary | Freq 1 Risk 2 Overall 2 | Audit 12M | | |

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|---|---|-------------------------------|-----------------------|---------|--|
| PROCESSID 7775 To carry out Audit 15 Production VST | Task: 362955 Audit :175 Company Secretary | Freq 1 Risk 2 Overall 2 | Audit 12M | | |
| Production Processes | | | | | |
| Process Scope | Roll Task Roll Audit | Risk | Action | * Notes | |
| PROCESSID 7736 When a new production is needed we add the production job to the list of procedures. Check to make sure that every new job has a procedure linked to it. | Task: 553 369057 Goods Out ✓ Audit :554 368743 Managing Director ✓ | Freq 2 Risk 2 Overall 4 | Task 1M Audit 3M | | |
| PROCESSID 7737 Review the Production List, check and list those items that were started more than 30 days ago have not been through QA. Audit is carried out and production is reviewed and chased at this point. | Task: 556 368474 ✓ Managing Director Audit :557 368475 Company Secretary ✓ | Freq 2 Risk 2 Overall 4 | Task 1M Audit 3M | | |
| PROCESSID 7738 Production Review, Identify any production jobs taking a long amount of time | Task: 551 369056 Managing Director ✓ Audit :552 368742 Company Secretary ✓ | Freq 3 Risk 1 Overall 3 | Task 1M Audit 3M | | |
| PROCESSID 8000 Verify all production jobs have correct paperwork in the ducket with the production job | Task: 1145 355070 Goods In ✓ Audit :1146 360207 Managing Director ✓ | Freq 1 Risk 2 Overall 2 | Task 12M Audit 12M | | |
| PROCESSID 8064 Production of JJCCR Cables | Task: 1199 369712 Goods Out ✓ Audit : | Freq 1 Risk 1 Overall 1 | Task 2W | | |

Rolling Tasks Linked to Document : Task (28) Task (553) Task (556) Task (551) Task (175) Task (907) Task (1145) Task (54) Task (1199)