Internal Audit Check list
VANDAGRAPH SENSOR TECHNOLOGIES LTD
PRODUCTION

Created:	17/May 1995	**Audit No 15**	VOP 08
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Audit Date	21-7-25	Auditor Helen Lamb	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.1.3	**Infrastructure** The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services. NOTE Infrastructure can include: a) buildings and associated utilities; b) equipment, including hardware and software; c) transportation resources; d) information and communication technology.	meetings Feedback QA system procedures
VST Ltd ISO9001:2015 8.5.1	**Control of production and service provision** The organization shall implement production and service provision under controlled conditions. Controlled conditions shall include, as applicable: 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	Doc index Procedures Tech files QA system Calibration index management Review

	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

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	Verify that all parts are correctly scanned to the production build by the operator. 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. Check 5 to see if what is scanned matches what is required. 1. PRO3811 - 8000004 ✓ 2. PRO3808 - 8000054 ✓ 3. PRO3805 - 8000004 ✓ 4. PRO38 - 8000004 ✓ 5. PRO38 - 8000004 ✓		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	Verify that all the relevant information is entered into Intrastats. Check 5 production jobs. Use the same as above to find a barcode ID from each Production job and check its QA history. 1. 2. as above 3. 4. 5.	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

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

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 346504✓ 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 370309 x Director 3 (Steve) in turns Audit :908 363749 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: 362969 Audit :28 x Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M		

| 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 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 Verifiy 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)