INTERNAL PROCESS VERIFICATION

A. Management System
B. Management Responsibility
C. Resource Management
D. Product Realisation
E. Design & Development
F. Product Provision
G. Process Monitoring

#	Question	Answer	O.K.?
A	**MANAGEMENT SYSTEM**		
1	Is the management system applications a series of process controls, and that they are in place throughout the organisation. Are processes identified and are charts produced to this effect. Are copies of theses charts in place in strategic locations for use by personnel.	Yes	
2	Check the documented system for its policies and objectives, and its control of the above processes and procedures. Is the Process Manual up-to-date and does it indicates the company's objectives. Are procedures are in place Are they available, to all personnel Are other company documents i.e. Technical Drawings, Standards; Operators Manuals etc. also available and controlled	Yes	YES
3	Are documents are controlled by version & date status; Is the latest revision is the one that is available Is the Managing Director or designate still giving final approval) for document changes. Are all documents in the library controlled numerically and by barcode Is a tracer file still used to control withdrawals and re-entry. Is disaster planning still.	intrastats controlled	YES
4	Are any records produced controlled for identity and easily retrieved	intrastats	Yes
B	**MANAGEMENT RESPONSIBILITY**		
1	Is Top management showing full commitment to the overall system, and that communication lines are in place.	Y	YES
2	Are all customer requirements defined and met.	Y Review complaints	YES
3	Is all planning of the processes and objectives undertaken at all levels within the organisation, and is it measurable.	Y intrastats Reports	YES
4	Does the person responsible for the management systems have the authority to implement actions, and reports directly to top management with the need for these actions	Y	YES
5	Are reviews of the management system undertaken regularly and the results, and actions, relayed throughout the organisation.	Y	YES
6	Are all required actions are undertaken timely and closed out where appropriate.	Issues	YES
4	Are all output requirements in such a format, that verification against inputs is applicable and appropriate, and that Fitness-for-Purpose is validated.	QA Records	YES
5	Are actions recorded against verifications completed in a timely and responsible manner.	issues	YES
6	Are validation processes in place, and that they are determined in accordance with the relevant requirements.	QA records / intrastats	YES
7	Are design changes recorded and all the relevant information filed in the appropriate places.	intra Stats	YES
C	**RESOURCE MANAGEMENT**		
1	Has top management established a mechanism for identifying and providing required resources, training etc.	Training Records.	YES
2	Does this includes existing and new personnel.	Y	YES

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3	Has top management identified the competency levels and attributes required for existing and new personnel.	Y	YES
4	Is the competency of personnel monitored and verified, and the appropriate records are maintained	Y	YES
5	Is the need for equipment, plant, services etc. identified and acted upon where necessary.	Y	YES
6	Has the basic working infrastructure has been planned with conformity to requirements in mind.	Y	YES
5	Check validations of unknown process control criteria.	N/A	N/A
6	Are there adequate mechanisms in place for the identification, handling etc. of product through all stages.	Y	YES
7	Are the controls in place to safeguard customer property adequate for full protection against loss damage etc.	SRS Returns.	
8	Is the process for monitoring and measurement of product is in place at all stages throughout the production process.	QA Process	YES
9	Is the process for control of measuring equipment adequate for the monitoring of product verifications.	Calibration Index	Yes
10	Are validity processes are in place to safeguard product integrity.	Y	YES
D PRODUCT REALISATION			
1	Is the planning process for the realisation of product undertaken at the relevant stages.	Y	YES
2	Does planning identify documentation, testing and other such activities as required, and that all appropriate records are maintained.	Intrastats	YES
3	Are all customer requirements being addressed, including statutory and regulatory, and that the capabilities are identified to meet those requirements.	Y	YES
4	Establish that mechanisms are in place to review all customer requirements prior to any commitments by the organisation.	Order checking	YES
5	Check that there are adequate arrangements for customer communications and feedback.	Feedback Reviews	YES
4	Is collation and analysis of all relevant data determined and effective, and corrective actions identified.	Y QA.	YES
5	Are these actions completed in a timely and adequate manner, and are these actions part of continual improvements.	Y	YES
6	Does the organisation have preventive measures in place to control potential non-conformities.	QA Order picking checks	YES
7	Are all the above actions are reviewed adequately?	Y	YES
E DESIGN & DEVELOPMENT			
1	Are procedures in place to ensure adequate planning of product design, and that all relevant stages are identified.	Y	YES
2	Are the interfaces and assignments of responsibilities identified.	Y	YES
3	Are all input requirements determined, and documentation identified.	Y	YES
4	Are all output requirements in such a format, that verification against inputs is applicable and appropriate, and that Fitness-for-Purpose is validated.	Y	YES
5	Are actions recorded against verifications completed in a timely and responsible manner.	Y	YES
6	Are validation processes in place, and that they are determined in accordance with the relevant requirements.	Y	YES
7	Are design changes recorded and all the relevant information filed in the appropriate places.	Intrastats	YES
F PRODUCT PROVISION		* No New Designs	
1	Are supplier profiles adequate and appropriate for the organisation, and are they monitored, for their ability to provide the requirements, and is this monitoring controlled.	Supplier Review Yes	YES
2	Is all the required information necessary forwarded to suppliers in the correct format, and that is this authorised prior to order placement.	OPERA ORDERS	YES
3	Are gooods and services received correct to the requirements stipulated.	OPERA / QA / Procedures	YES
4	Are the provisions available suitable for control of production and service, including procedures and equipment etc.	Yes	YES
5	Check validations of unknown process control criteria.	N/A	N/A

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6	Are there adequate mechanisms in place for the identification, handling etc. of product through all stages.	Barcodes	YES
7	Are the controls in place to safeguard customer property adequate for full protection against loss damage etc.	Returns tracking	
8	Is the process for monitoring and measurement of product is in place at all stages throughout the production process.	QA	YES
9	Is the process for control of measuring equipment adequate for the monitoring of product verifications.	Calibration index	Yes
10	Are validity processes are in place to safeguard product integrity.	Y	YES
G PROCESS MONITORING			
1	Are mechanisms are in place to monitor all relevant processes, including customer satisfaction, and to verify these against known criteria.	customer Complaints Review.	YES
2	Are controls in place for non-conforming product and processes, are adequate to prevent unintended uses.	Quarantine areas are in place	YES
3	Where non-conforming product / process has been detected is appropriate action taken.	Supplier Returns fail QA. Steps P.dcing	YES
4	Is collation and analysis of all relevant data determined and effective, and corrective actions identified.	Y issues	YES
5	Are these actions completed in a timely and adequate manner, and are these actions part of continual improvements.	Y issue Reviews	YES
6	Does the organisation have preventive measures in place to control potential non-conformities.	Y QA /p.dcing	YES
7	Are all the above actions are reviewed adequately.	Y	YES