Internal Audit Check list
PRODUCTION

Created:	17/May 1995	**Audit No 15**	VM3/COP 29 08 07 VOP 09
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Audit Date	31/3/14	Auditor *(signature)*	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.	on DESK	Y
Check that jobs awaiting assembly are in the correct area.	See	Y
Verify that all parts are correctly scanned to the production build by the operator.	See Attachment	
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.	See Picture.	
Check that completed jobs are in the correct area.	N/A #2 ?	X
Verify that all the relevant information is entered into Intrastats.	N/A #2	
Check that finished product is placed in the correct area for test.		
Is there adequate storage and working facilities?		Y
Is the production area in a tidy and workable state?	See Picture	Y
Can resources be improved to facilitate process control?	#1	Y

PS 1706

#1 Space is a premium.

#2 system update nothing in the finished/QA shelfs.