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## Internal Audit Check List

| PRODUCTION |                  |                                    |                            |
|------------|------------------|------------------------------------|----------------------------|
| Created:   | 17/May 1995      | Audit No 15                        | VM3/COP 29 08 07<br>VOP 09 |
| Revised:   | 01 November 2011 | Last printed 4/30/2007 11:12:00 AM | Page 1 of 1                |
| Audit Date | 28-5-15          | Auditor H CAMPB                    | 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 ductets.                                 |  | WPS 1964 checked                      | Y   |
| Check that jobs awaiting assembly are in the correct area.                           |  |                                       | Y   |
| Verify that all parts are correctly scanned to the production build by the operator. |  | as above                              | Y   |
| 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.                          |  |                                       | Y   |
| Check that completed jobs are in the correct area.                                   |  |                                       | Y   |
| Verify that all the relevant information is entered into Intrastats.                 |  |                                       | Y   |
| Check that finished product is placed in the correct area for test.                  |  |                                       | Y   |
| Is there adequate storage and working facilities?                                    |  |                                       | Y   |
| Is the production area in a tidy and workable state?                                 |  |                                       | Y   |
| Can resources be improved to facilitate process control?                             |  |                                       | NO  |
|                                                                                      |  |                                       |     |
|                                                                                      |  |                                       |     |