

VST

Internal Audit Check List

PRODUCTION

Created:	17/May 1995	Audit No 15	VM3/COP 29 08 07 VOP 09
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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.		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.		N/A
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.		N/A
Check that completed jobs are in the correct area.		Y
Verify that all the relevant information is entered into Intrastats.		N/A
Check that finished product is placed in the correct area for test.		N/A
Is there adequate storage and working facilities?		N/A
Is the production area in a tidy and workable state?		N/A
Can resources be improved to facilitate process control?		N/A