Internal Audit Check list
PRODUCTION

Created:	17/May 1995	**Audit No 15** ✓ ST	VM3/COP 29 08 07 VOP 09
Revised:	01 November 2011	Last printed 4/30/2007 11:12:00 AM	Page 1 of 1
Audit Date	7-9-16	Auditor *Helen Combs*	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 **ALL** the relevant information?	Intrastats links to production COPS	N/A
Check that all jobs are kept in appropriate duckets.	*N/A*	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.	*#78184*	
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. *Check 5 X if there*	*X1 X2 #78185*	N *production*
Check that finished product is placed in the correct area for test. *tested at time of production*		N/A
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?	*not at present*	N

1 ✳ Only 1 on shelf PS No. PS2174   20 cables
8000509
78184 # found production Job, Jack plugs scanned. Should it have cable too. Can't find procedure to check.

cable to 40cm connector both ends test. then cut to 18 cm

2 ✳ got PS No. find on Intrastats go to procedure + check the two match.