

named #90851

Internal Audit Check list			
PRODUCTION			
Created:	17/May 1995	Audit No 15	VM3/COP 29 08 07 VOP 09
Revised:	03 September 2016	Last printed 4/30/2007 11:12:00 AM	Page 1 of 2
Audit Date	16-3-17	Auditor H LAMB BSc Hons	ISO 7.5

	QUESTION:	RESPONSE	Y/N
1	Check that each job for production has its own unique worksheet in the ducket.	checked a Duckets	Y
2	Does the worksheet contain all the relevant information.		Y
3	Check that all jobs are kept in an appropriate duckets.		Y
4	Check that jobs awaiting assembly are in the correct area.	Production jobs are usually released one at a time. These are worked on at time of release.	Y
5	Verify that all parts are correctly scanned to the production build by the operator. Use the PS production number from a production job in a ducket or from the all jobs list and then put it into - Production - Parts pick. This list can then be compared to the stock procedure - Parts List to Build batch. Check 5 to see if what is scanned matches what is required. 1 PRO 2295 2510005 ✓ DB3 tester x 2 ✓ 2 PRO 2292 0016723 ✓ spoz sensor x 3 ✓ 3 PRO 2291 0110436 ✓ max-250B x 2 ✓ 4 PRO 2277 0310002 ✓ cabinet x 6 ✓ 5 PRO 2274 4410100 ✓ Flucap x 24 ✓ PS is same as PRO		Y
6	Check that the operating procedure is with the job, and is the latest issue.	Intrastats links to production COPS	N/A
7	Verify that the operator has adequate training and / or experience.	Training Audit	N/A
8	Verify that there is adequate tooling to complete the task.		Y
9	Check that completed jobs are in the correct area.		Y
10	Verify that all the relevant information is entered into Intrastats. Check 5 production jobs. Use the same as below to find a barcode ID from each Production job and check its QA history. 1 VTO1082 PRO 2295 1067346 ✓ 2 ESGK00132 PRO 2292 1064633 ✓ 3 BLA3999049 PRO 2291 1064631 ✓ 4 E379 PRO 2270 1054933 = 5 PRO 2274A10 PRO 2274 1057313 = work sheet id	this is a cabinet furniture sample pack broken down from a pk 24 to singles.	Y

*Validated*

11	Check the Start Job List in Production to see if they are all valid. Review any older than a month. List any below.		<i>Y</i>
12	Check the Production in Production List in production. The list shows what is in and at what stage it is at. Review any older than a month. List any below.		<i>Y</i>
13	Check that finished product is placed in the correct area for test.	Tested at time of production	<i>Y</i>
14	Is there adequate storage and working facilities.		<i>Y</i>
15	Is the production area in a tidy and workable state.		<i>Y</i>
16	Can resources be improved to facilitate process control.	<i>not at the time of Audit N</i>	