

VST # 90852

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	16-3-17	Auditor H LAMB BSc Hons	ISO 7.5

	<u>QUESTION:</u>	<u>RESPONSE</u>	<u>Y/N</u>
1	Check that each job for production has its own unique worksheet in the ducket.		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 PRO2299 0110217 → 0110381 ✓ 2 PRO2298 801000 → 8000004 ✓ 3 PRO2296 801000 → 8000004 ✓ 4 PRO2288 0110217 → 0110381 ✓ 5 PRO2281 0110215 → 0110224 ✓ PR is same No. as PS	Sensors x 50 ✓ cable assembly x 100 ✓ cable assembly x 100 ✓ Sensors x 1 ✓ Sensors x 30 ✓	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 832132 PRO2299 1d. 1069471 - * 2 PRO2298A10 PRO2298 1d 1069222 + 2 3 PRO2296A10 PRO2296 1d 1069297 + 2 4 832454 PRO2288 1d 1064109 - * 5 833567 PRO2281 1d 1061870 ✓ + 1	*1 Our supplier sends these in with comprehensive QA Data +2 these are a cable + connector that we put together no finished product to QA.	

VST

11	Check the Start Job List in Production to see if they are all valid. Review any older than a month. List any below.	all in date.	✓
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.	nothing older	✓
13	Check that finished product is placed in the correct area for test.	Tested at time of production	Y
14	Is there adequate storage and working facilities.		Y
15	Is the production area in a tidy and workable state.		Y
16	Can resources be improved to facilitate process control.		N