

Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD PRODUCTION

Created:	17/May 1995	Audit No 15	VOP 08
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Audit Date	26-5-26	Auditor Helen Lamb	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.1.3	<p>Infrastructure</p> <p>The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.</p> <p>NOTE Infrastructure can include:</p> <p>a) buildings and associated utilities;</p> <p>b) equipment, including hardware and software;</p> <p>c) transportation resources;</p> <p>d) information and communication technology.</p>	<p>meetings</p> <p>Feedback</p> <p>QA systems</p> <p>IT systems</p> <p>HS Questions</p> <p>Doc index</p>
VST Ltd ISO9001:2015 8.5.1	<p>Control of production and service provision</p> <p>The organization shall implement production and service provision under controlled conditions.</p> <p>Controlled conditions shall include, as applicable:</p> <p>a) the availability of documented information that defines:</p> <p>1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed;</p> <p>2) the results to be achieved;</p> <p>b) the availability and use of suitable monitoring and measuring resources;</p> <p>c) the implementation of monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met;</p> <p>d) the use of suitable infrastructure and environment for the operation of processes;</p> <p>e) the appointment of competent persons, including any required qualification;</p> <p>f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement;</p> <p>g) the implementation of actions to prevent human error;</p> <p>h) the implementation of release, delivery and post-delivery activities</p>	<p>Doc index</p> <p>procedures</p> <p>Doc index</p> <p>Tech files</p> <p>Calibration index</p> <p>QA systems</p>

	<u>QUESTION:</u>	<u>RESPONSE</u>	<u>Y/N</u>
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory. <i>No Non conformance</i>	<i>No issues outstanding</i>	Y
2	Check that each job for production has its own unique worksheet in the ducket.		Y
3	Does the worksheet contain all the relevant information.		Y

4	Check that all jobs are kept in an appropriate duckets.		Y
5	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
6	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. 2. 3. 4. 5.	No Production	N/A
7	Check that the operating procedure is with the job, and is the latest issue.	Intrastats links to production COPS	N/A
8	Verify that the operator has adequate training and / or experience.	Training Audit	N/A
9	Verify that there is adequate tooling to complete the task.	No production	N/A
10	Check that completed jobs are in the correct area.		N/A
11	Verify that all the relevant information is entered into Intrastats. Check 5 production jobs. Use the same as above to find a barcode ID from each Production job and check its QA history. 1. 2. 3. 4. 5.	No production	N/A
12	Check the Start Job List in Production to see if they are all valid. Review any older than a month. List any below.	No production	N/A
13	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.	No production	N/A

14	Check that finished product is placed in the correct area for test.	Tested at time of production	N/A
15	Is there adequate storage and working facilities.		Y
16	Is the production area in a tidy and workable state.		Y
17	Can resources be improved to facilitate process control.		N

Sub Processes Linked to Audit

Review the below processes tasks and audits and ensure they are completed in a timely manner.

List Processes Per Title

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Health And Safety Controller			
Process Scope	Roll Task Roll Audit	Risk	Action
PROCESSID 8037 To check to see if products have changes or if there are any new products. Are there any new HSE implications.	Task: 54 380483 Managing Director Audit :	Freq 1 Risk 1 Overall 1	Task 12M
Warehouse Team Leader			
Process Scope	Roll Task Roll Audit	Risk	Action
PROCESSID 6955 To set production job for any stock item that is needed for customer back order, warehouse requests or marketing	Task: 907 398168 Director 3 (Steve) in terms Audit :908 396788V Managing Director	Freq 2 Risk 1 Overall 2	Task 1W Audit 3M
Audits			
Process Scope	Roll Task Roll Audit	Risk	Action

<p>PROCESSID 7727 To carry out Audit 15 Production Viamed</p> <p>Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.</p> <p>If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.</p>	<p>Task:</p> <p>Audit :28 <i>396118f</i> Company Secretary <i>Audit</i></p>	<p>Freq 1 Risk 2 Overall 2</p>	<p>Audit 12M</p>
<p>PROCESSID 7775 To carry out Audit 15 Production VST</p> <p>Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.</p> <p>If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.</p>	<p>Task:</p> <p>Audit :175 <i>396124</i> Company Secretary <i>Audit</i></p>	<p>Freq 1 Risk 2 Overall 2</p>	<p>Audit 12M</p>
<p>Production Processes</p>			
<p>Process Scope</p>	<p>Roll Task Roll Audit</p>	<p>Risk</p>	<p>Action</p>
<p>PROCESSID 7736 When a new production is needed we the production job to the list of procedures.</p> <p>Check to make sure that every new job has a procedure linked to it.</p>	<p>Task: 553 <i>396388</i> Goods Out ✓</p> <p>Audit :554 <i>393531</i> Managing Director ✓</p>	<p>Freq 2 Risk 2 Overall 4</p>	<p>Task 1M Audit 3M</p>
<p>PROCESSID 7737 Review the Production List, check and list those items that were started more than 30 days ago have not been through QA.</p> <p>Audit is carried out and production is reviewed and chased at this point.</p>	<p>Task: 556 <i>396156</i> Managing Director ✓</p> <p>Audit :557 <i>393291</i> Company Secretary ✓</p>	<p>Freq 2 Risk 2 Overall 4</p>	<p>Task 1M Audit 3M</p>
<p>PROCESSID 7738 Production Review, Identify any production jobs taking a long amount of time</p>	<p>Task: 551 <i>396387</i> Managing Director ✓</p> <p>Audit :552 <i>393530</i> Company Secretary ✓</p>	<p>Freq 3 Risk 1 Overall 3</p>	<p>Task 1M Audit 3M</p>
<p>PROCESSID 8000 Verify all production jobs have correct</p>	<p>Task: 1145 Goods In <i>388331</i> ✓</p>	<p>Freq 1 Risk 2</p>	<p>Task 12M Audit 12M</p>

paperwork in the ducket with the production job	393325 ✓ Audit :1146 Managing Director	Overall 2	
PROCESSID 8064 Production of JJCCR Cables	Task: 1199 Goods Out 397562 ✓ Audit :	Freq 1 Risk 1 Overall 1	Task 2W

Rolling Tasks Linked to Document :Task (28) Task (553) Task (556) Task (551) Task (175) Task (907) Task (1145) Task (54) Task (1199)