

INTERNAL AUDIT CHECKLIST

CUSTOMER RELATED PROCESS AUDIT

AUDIT NO.	AUDIT DATE	DEPT. MANAGER	AUDITOR
WHAT EVIDENCE IS THERE THAT/OF	REF.	OBJECTIVE EVIDENCE	QSIR #
Customer documents are correctly controlled via a master list, and where documents have been amended, only the latest issue is being used?	4.2.3		
Obsolete documents are correctly identified and filed in isolation?	4.2.3		
All RFQ's are reviewed by responsible personnel?	7.2.2		
Where necessary, quotes have been sourced and accepted from approved suppliers for purchased items?	7.2.1		
Quote and quote checklist are completed correctly?	7.2.1		
Upon receipt of the PO, it has been checked against the quote, reviewed and signed by responsible personnel, and acknowledged, if necessary?	7.2.2		
The Parts schedule has been checked for any and all changes?	7.2.2		

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Where the customer is supplying materials/jigs, these have been verified on receipt, and are clearly identified as CSP?	7.5.4			
Where the customer requires individual/lot/batch traceability, our capability has been determined before accepting the contract?	7.5.3			
We can meet the customer requirements for inspection and/or certification?	8.2.4			
All nonconformity decisions are taken by a DSQR?	8.3			
The customer's packaging/shipping requirements can be met?	7.5.5			
All records reviewed during this audit were correctly filed, legible, applicable, and easily retrievable?	4.2.4			
All person's interviewed had relevant and up-to-date training records?	6.2			
All training plans/intents are being followed?				