Internal Production / QA Audit

(mo/yr)

Revisions		Rev:	Orig
Letter	E.O. Number - Description	Date	

Used On	Contract#:		**Your Co Name**
Prepared By:			
[redacted]			**Internal Audit**
			(Your #)
		[redacted]	Form Rev: Orig 1 of 6

Your Logo

TABLE OF CONTENTS

1.0 PURPOSE

Establish the methods and responsibilities for auditing internal production and quality control operations.

2.0 GENERAL

2.1 The internal audit shall be conducted once each calendar quarter.

2.2 The internal audit team shall consist of [redacted]

2.3 All audit operations shall be recorded on [redacted].

2.4 [redacted]

2.5 If at any time an audit team finds an area out of specification control, they shall [redacted]

3.0 AREAS OF AUDIT

3.1 The following areas represent the minimum that audits shall be performed:

[redacted]

3.2 Raw Material Control - Stock Control

3.2.1 Raw material certification file is complete, check last 5 orders.

3.2.2 [redacted]

3.2.4 Raw material is properly stored - 1st in/1st out, no deviation allowed.

3.3 Receiving Inspection

3.3.1 Material handled with care, witness operation.

3.3.2 [redacted]

3.4 In-process and Final Inspection

3.4.1 Materials handled with care, witness operations.

3.4.2 [redacted]

3.5 Inspection Tools and Gage Control

3.5.1 Tool and gages handled and stored with care, no deviation allowed.

3.5.2 [redacted]

3.6 Special Processes

3.6.1 Equipment used to control special processes in calibration, no deviation allowed.

3.6.2 [redacted]

3.7 Shipping Department

3.7.1 Transportation mode defined on shipping papers, review in-process, no deviations allowed.

3.7.2 [redacted]

3.8 Print Control Department

3.8.1 All drawings are routed to document control when received or generated, inquire within [redacted]

3.9 Production Departments

3.9.1 Tooling, equipment and inspection gages calibrated and being properly used, no deviation allowed.

3.9.2 [redacted]

3.10 Quality Manual Review

Review (Your #) Quality Manual for [redacted]

3.11 Bonded Storage

3.11.1 All materials identified, no deviation allowed.

3.11.2 [redacted]

3.12 Shelf Life Items

3.12.1 Shelf life items in stockroom rotated 1st in/1st out and have not expired.

3.12.2 [redacted]

3.13 Vendor Control

3.13.1 Recertify vendors providing specification services to (Your Co) every 2 years using [redacted]

3.14 Stock Room Part ID

3.14.1 Randomly sample 5 items from each stockroom aisle for good material tag, no deviations allowed.

3.14.2 [redacted]

3.15 Lab Inspection

3.15.1 Perform procedural audit of (Your #) that is in-process on the day of audit and schedule [redacted]

4.0 WORKMANSHIP

Adherence is mandatory to applicable federal, state, local and environmental, health and safety requirements.

Production / QA Process Audit					Survey#:
Process:		Inspector:		Date:	
Process Segment		Action			
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

Production / QA Process Audit					Survey#:
Process:		Inspector:		Date:	
Process Segment		Action			
Number	Description	Start	End	Nature of Finding	Corrective Action
3.2.1	Certification				
3.2.1.1	[redacted]				
3.2.2	Identification				
3.2.3	[redacted]				
3.2.4	1st in 1st out				
3.3.1	Handling				
3.3.2	[redacted]				
3.3.3	Calibration				
3.3.4	Rejects				
3.3.5	[redacted]				
3.3.6	Stamps				
3.3.7	Instructions				
3.4.1	[redacted]				
3.4.2	Equipment				
3.4.3	Stamps				
3.4.5	[redacted]				

3.6.6	[redacted]				
3.7.1	Transport Mode				
3.7.2	[redacted]				
3.7.3	Routing				
3.7.4	Housekeeping				
3.8.1	[redacted]				
3.8.2	Log & Issue				
3.8.3	Files				
3.8.4	[redacted]				
3.9.1	Equipment Calibration				
3.9.2	Handling				
3.9.3	[redacted]				
3.9.4	Housekeeping				
3.9.5.	[redacted]				

Form Rev: Orig