

REDACTED

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Internal Production / QA Audit

(mo/yr)

Revisions			Rev:	Orig
Letter	E.O. Number - Description		Date	
Used On	Contract#:		Your Co Name	
Prepared By:				
			Internal Audit	
			(Your #)	
				Form Rev: Orig 1 of 6

Your Logo

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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]

[REDACTED]

3.4 *In-process and Final Inspection*

3.4.1 Materials handled with care, witness operations.

3.4.2

[REDACTED]

[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]

[REDACTED]

[REDACTED]

[REDACTED]

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3.6 **Special Processes**

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

3.6.2

3.7 **Shipping Department**

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

3.7.2

3.8 **Print Control Department**

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

3.9 **Production Departments**

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

3.9.2

3.10 **Quality Manual Review**

Review (Your #) Quality Manual for

3.11 **Bonded Storage**

3.11.1 All materials identified, no deviation allowed.

3.11.2

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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.

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