

Monthly Internal Audit Checklist

The following documentation must be available in order to perform a Internal short audit: Purchase Order, Completed Pick Tickets, or equivalent, Records of all Inspection, Certification (if applicable)

#	Question	Yes	No	NA	C.A.R
1	Is there documented evidence of Receiving Inspection?				
2	Is there documented evidence of Contract Review?				
3	Are the Purchase Order requirements adequately flowed down to the Pick Tickets?				
4	Are Shelf Life's Documented?				
5	Are specification revisions consistent between the Purchase Order, Pick Tickets, and Certification (if applicable)?				
6	Is material identification as noted on the Purchase Order (part numbers, serial numbers, contract numbers, etc.) accurately reflected on the Pick Tickets, Shipper, and Certification (if applicable)?				
7	Are all Pick Tickets operations completed and documented properly (stamped off)?				
8	Are final inspection results properly documented?				
9	Do final inspection results comply with requirements?				
10	Is the specified shipping method (if applicable) being employed?				
11	If Customer Requested Material was employed, was the source on the plant's Approved Vendor list?				
12	Are the parts and containers free of foreign objects (FOD) or contamination?				
13	Is the areas: clean? Tools put away? House cleaning?				
14	Does the certification package (if applicable) include all requested or required information (i.e. NAFTA, Test Reports, Certifications, SDS, etc.)?				
15	Is the INSCO Certification (if applicable) signed by an authorized individual?				
16	Are parts packaged in a manner appropriate to prevent damage or deterioration?				
17	Are any special packaging requirements identified on the Pick Ticket? If so, does the actual packaging comply?				

Comments: _____

Performed by: _____

Date: _____

Approved by: _____

Date: _____