

WAREHOUSE MANAGEMENT SECTION INTERNAL AUDIT CHECKLIST

Warehouse Management Section Internal Audit Checklist				
Auditors	Warehouse Management Section	Audit location	office	principal
ited departm				Review time
Inspection items --- and methods		Inspection basis		Situation description
1	Is there a written procedure for document control, and does its content meet the			
2	Whether to implement product protection			
3	Whether to implement quality policy ---			
4	ask 2-3 people for materials			
5	From what aspects does the company formulate quality objectives --- review the			
6	Does the time interval and content of the management review meet the			
7	How to specify the responsibilities of department personnel? Is the authority			
8	clear across for activities on the			
9	department need to be communicated?			
10	What methods are used in the department to improve the ability of employees? ---			
11	Whether the equipment is maintained, recorded and controlled --- Check the			
12	Whether to implement 5S management ---			
13	on-site inspection			
14	Whether the purchased product has been verified, and whether the supplier is			
15	Whether the process of product realization is marked and whether it can			
16	be traced --- check it in Shizhong and the			
17	Whether the controller's property is			
18	controlled on-site inspection			
19	Whether the product is effectively			
20	protected for on-site inspection			
21	Whether to conduct internal audit or			
22	the quality system --- provide evidence			
23	Whether the implementation process of the quality management system is			
24	Does the product carry out monitoring and measurement methods.			
25	Whether the disposal of non-conforming products complies with the relevant			
26	Whether to analyze the results of product monitoring and measurement---provide			
27	How to identify opportunities for improvement and implement continual			

Review: Compiler:

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