



Internal Quality Assurance Audit Checklist

2020-061723 / Safety Department Internal Quality Assurance Audit / Safety Department / 17 Jun 2020 / Marcus Lashley

Complete

Score	93.33%	Failed items	0	Actions	1
Document No.					2020-061723
Audit Title	Safety Department Internal Quality Assurance Audit				
Client / Site	Safety Department				
Conducted on	17th Jun, 2020 10:00 AM +08				
Prepared by	Marcus Lashley				
Location	4904 SE Lincoln St, Portland, OR 97215, USA (45.5078936, -122.6118804)				
Personnel	Glenn Wheaton				

Actions

1 action

Audit

- Get a sample record and see if these are filled up properly and if the forms used are the ones indicated in the forms manual.

To do | Priority Low | Due 30th Sep, 2020 2:07 AM +08 | Created by SafetyCulture Staff

Need to acquire two (2) more evidences

4.0 Quality Management System

4.2.3 Control of Documents

- Do you have a documented procedure for document control?
- Are the issued documents (policy, procedures, forms manual) with effectivity date, revision number and proof of approval? This include the quality objectives, master lists.
- Are the documents available or accessible to the relevant functions?
- Are obsolete documents identified? Does the personnel know if there are already obsolete documents in the organization?

4.2.4 Control of Records

- Ask for the Master List of Quality Records and see if all the records being used are included in the Master List. Are all records that are being used included in the master list?
- Get a sample record and see if these are filled up properly and if the forms used are the ones indicated in the forms manual.

To do | Priority Low | Due 30th Sep, 2020 2:07 AM +08 | Created by SafetyCulture Staff

Need to acquire two (2) more evidences

Ask for samples of records and see if alterations and corrections are done as prescribed.

They need to include other pertinent documents that are not yet included in their master list. They also need to establish a documented process to ensure that this list is supervised by a specific personnel.



Photo 1

5.0 Management Responsibility

- Ask the personnel: Do you know your quality policy? How do you explain it?

Ask the personnel: what is your understanding of the quality policy?

Response: "I think this is the management's commitment to ensuring quality across our products/services and how we're going to actually achieve the objectives defined."

<p>Ask the personnel: what are your corporate objectives? Have the personnel present a signed copy of the corporate objectives. See if they have an updated corporate objective.</p>	<p>compliant</p>
<p>Ask the personnel: what is your role in achieving the quality policy? See if the personnel can relate their duties and responsibilities with this. Ask for a copy of their signed duties and responsibilities.</p>	<p>compliant</p>
<h2>6.2.2 Competence, Awareness and Training</h2>	
<p>Ask the personnel: What training or other activities do you need in order to become more effective in your work? Look at the HRD plan to see if this need has been identified and included.</p>	<p>compliant</p>
<p>Ask the personnel: what are your duties and responsibilities? Look for a copy of the actual duties and responsibilities. (6.2.2 Competence, Awareness and Training) Ask the personnel? What skills and experience and knowledge do you have so that you can perform your duties and responsibilities? Determine if there is record for these competencies.</p>	<p>compliant</p>
<p>Ask Management: What training or other activities have you identified for your personnel? Look at the HRD plan to see if this need has been identified and included.</p>	<p>observation/opportunity for improvement</p>
<p><input checked="" type="checkbox"/> Ask the personnel: Do you know what equipment you need in order to do your job? How are these maintained? (6.3 Infrastructure)</p>	
<p>Ask the personnel: Do you have a maintenance plan for the equipment that you use? Ask for the maintenance record and see if this is updated. Look at the procedure, if any, on maintenance and interview the personnel to see if this is being followed. (6.3 Infrastructure)</p>	<p>compliant</p>

Auditor and Auditee Sign-Off

Auditor



Marcus Lashley

23rd Sep, 2020 2:12 AM +08

Date

17th Jun, 2020 3:00 PM +08

Auditee

Glenn Wheaton

23rd Sep, 2020 2:11 AM +08

Date

17th Jun, 2020 3:10 PM +08

Appendix

MASTER LIST OF QUALITY RECORDS

Identification	Receipt Location & Method	Retention Method	Retained By	Retention Time	Disposition
Management Reviews		Hard Copy	Executive	3 years	Delete after retention time
Education & Training Records		Document	Self	Indefinite	NA
Business Negotiation Records		Document	Department, Production Management & Management QA	3 years	Delete after retention time
Contract Review Records		Office / Hard copy	Self & Management	Indefinite	NA
Design & Development Agmts., Reviews, Verification, Validation, & Change		Office / Hard copy	Reg. Dept.	Indefinite	NA
Supplier Performance Records		Hard Copy	Executive	3 years	Delete after retention time
Process Validation Records (if required)					
Traceability Records (if required)					
Records of Lost, Damaged, or Illegible Customer Property (if required)					
Records of Safety When Performing Servicing, Engagement & Field Callouts Records		Office	Management, QA	Indefinite	NA
Internal Audit Records and Follow-up Actions		Office / Hard copy	Management, QA	Indefinite	NA
Records of Customer Returns		Hard Copy	Executive	3 years	Delete after retention time
Records of Supplier Performance & Action Plans		Office	Management, QA	Indefinite	NA
Records of Product Nonconformity & Action Plans		Hard Copy	Self	Indefinite	NA
Records of Corrective Actions		Hard Copy	Executive	Indefinite	NA
Records of Preventive Actions		Hard Copy	Executive	Indefinite	NA

Photo 1