

# WAREHOUSE MANAGEMENT SECTION INTERNAL AUDIT CHECKLIST

<b>Warehouse Management Section Internal Audit Checklist</b>			
Auditors		principal	
ited departm	Warehouse Management Section	Audit location	office
		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	warehouse to implement product protection		
3	policy, flows, and the 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	written clearly (for assignments) or clear		
9	department need to be communicated?		
10	How to do the communication process		
11	What methods are used in the department to improve the ability of employees? ---		
12	Whether the equipment is maintained, recorded and controlled --- Check the		
13	Whether to implement 5S management ---		
14	on-site inspection		
15	Whether the purchased product has been verified, and whether the supplier is		
16	Whether the process of product realization is marked and whether it can		
17	be traced --- check it in Shizhong and the		
18	Whether the controller's property is controlled on-site inspection		
19	Whether the measuring and measuring devices required for product inspection		
20	Whether the product inspection		
21	Whether to provide inspection audit or the quality system --- provide evidence		
22	Whether the implementation process of the quality management system is		
23	Does the product carry out monitoring and measurement methods.		
24	Whether the disposal of non-conforming products complies with the relevant		
25	Whether to analyze the results of product monitoring and measurement --- provide		
26	How to identify opportunities for improvement and implement continual		

Review: Compiler:

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**Rachel Sandford**



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