

# 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 policy		
3	of job flows, and the quality policy ---		
4	ask 2-3 people for materials. From what aspects does the company formulate quality objectives --- review the		
5	Does the time interval and content of the management review meet the		
6	How to specify the responsibilities of department personnel? Is the authority		
7	clear across (for activities) or time department need to be communicated?		
8	What methods are used in the department to improve the ability of employees? ---		
9	Whether the equipment is maintained, recorded and controlled --- Check the		
10	Whether to implement 5S management --- on-site inspection		
11	Whether the purchased product has been verified, and whether the supplier is		
12	Whether the process of product realization is marked and whether it can be traced --- check it in Shizhou and the		
13	Whether the controller's property is controlled on-site inspection		
14	Whether the measuring devices required for product inspection		
15	Whether the product is effectively protected for on-site inspection		
16	Whether the quality system --- provide evidence		
17	Whether the implementation process of the quality management system is		
18	Does the product carry out monitoring and measurement methods.		
19	Whether the disposal of non-conforming products complies with the relevant		
20	Whether to analyze the results of product monitoring and measurement --- provide		
21	How to identify opportunities for improvement and implement continual		

Review: Compiler:

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**Ying-Ying Zheng**



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