

Quality Planning Audit Checklist

Note to internal auditor: Use the following check sheet to help you follow a logical audit trail and ensure good coverage for this Quality Planning process audit.

Auditor _____ Date _____

Sample Chosen, i.e. Customer, Part No. _____

- Audit people of all departments and shifts as appropriate.
- Does Quality Planning incorporate a multidisciplinary approach? (see 7.3.1.1)
- Is there evidence of consideration to any special characteristics? (see 7.3.2.3)
- Does Quality Planning align with any Customer Specific Requirements?
- Quality – (Check inspection records, APQP docs. PPAP's etc.)
- Incoming Inspection
- Check the Control Plan (when applicable) and verify effectiveness.
- Gage calibration – (Select gages used in this process and check calibration records.)
- Out-going Dock Audits
- Related customer issues, i.e. rejections/CAR's
- IS – (Related computer network)
- Document Control systems – (verify effectiveness)
- HR - Training Records and Competency evaluations
- Corrective Actions/Preventive Actions
- Process measures of Effectiveness and Efficiencies – (see performance metrics)

Additional Comments
