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

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