

WAREHOUSE MANAGEMENT SECTION INTERNAL AUDIT CHECKLIST

Warehouse Management Section Internal Audit Checklist			
Auditors		principal	
ited departm	Warehouse Management Section	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	purpose to implement product protection		
3	policy from overall quality policy ---		
4	From what aspects does the company		
5	formulate quality objectives --- review the		
6	Does the time interval and content of the		
7	management review meet the		
8	How to specify the responsibilities of		
9	department personnel? Is the authority		
10	clear across (for activities) in the		
11	department need to be communicated?		
12	What methods are used in the department		
13	to improve the ability of employees? ---		
14	Whether the equipment is maintained,		
15	recorded and controlled --- Check the		
16	Whether to implement 5S management ---		
17	on-site inspection		
18	Whether the purchased product has been		
19	verified, and whether the supplier is		
20	Whether the process of product		
21	realization is marked and whether it can		
22	be traced --- check it in Shizhou and the		
23	Whether the controller's property is		
24	controlled on-site inspection		
25	Whether the measuring devices		
26	used for product inspection		
27	Whether to conduct on-site inspection		
28	audit or		
29	the quality system --- provide evidence		
30	Whether the implementation process of		
31	the quality management system is		
32	Does the product carry out monitoring		
33	and measurement methods.		
34	Whether the disposal of non-conforming		
35	products complies with the relevant		
36	Whether to analyze the results of product		
37	monitoring and measurement --- provide		
38	How to identify opportunities for		
39	improvement and implement continual		

Review: Compiler:

Distribution Warehouse Audit Checklist Sample

Lei Huang



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