

# WAREHOUSE MANAGEMENT SECTION INTERNAL AUDIT CHECKLIST

<b>Warehouse Management Section Internal Audit Checklist</b>				
Auditors		principal		
Assigned department	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 objective to implement product protection policy?			
2	Does the procedure cover the quality policy ---			
3	Are 2-3 people for materials			
4	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 shipping and the			
13	Whether the customer's property is controlled on-site inspection			
14	Whether the measuring devices required for product realization			
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:

# Distribution Warehouse Audit Checklist Sample

**RD Boyd**



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