

INTERNAL AUDIT CHECKLIST

ISO AS 9120

	Observations/Comments	Results
7.4 Purchasing		
7.4.1 Purchasing process		
<p>How has your organization ensured purchased product conforms to specified purchase requirements?</p> <p>Does the type and extent of control applied to the supplier and the purchased product depend on the effect on product process or final product?</p> <p>Does your organization evaluate and select suppliers based on their ability to supply product in accordance with the requirements?</p> <p>Are the criteria defined for selection and periodic evaluation of suppliers?</p> <p>Does the procedure include:</p> <ul style="list-style-type: none"> a) A register of approved suppliers and the scope of the approval b) Review of supplier performance c) Actions taken when requirements are not met d) Prevention of the purchase of counterfeit, suspect or unapproved products? e) Responsibility for the quality of all products purchased, including those from customer-designated sources. <p>Additional questions</p>		

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7.4.2 Purchasing information	Observations/Comments	Results
<p>Does the purchasing information describe the product purchased, and where appropriate:</p> <ul style="list-style-type: none"> a) Requirements for approval of product, procedures, and equipment? b) Requirements for qualification of personnel? c) Any QMS requirements? d) Product name, description or other positive identification e) Applicable issues of specifications f) Drawings g) Process requirements h) Inspection instructions i) Other relevant technical data j) Requirements for supplier to notify of nonconforming product k) Requirements for supplier to notify of changes in product definition l) The right of access by your organization, customers and regulatory authorities to all facilities involved in the order as well as applicable records m) Requirements for certificate of conformity, test reports and airworthiness approval from the approved manufacturer or approved repair station. <p>Does your organization confirm the adequacy of specified purchase requirements prior to their communication to the supplier?</p> <p>Additional questions</p>		
7.4.3 Verification of Purchased Product		
<p>Has your organization established and implemented inspection or other activities to confirm purchased product meets specified purchase requirements?</p>		

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<p>If your organization or your customer plans to perform verification activities at the supplier's site, do you specify the verification arrangements and method of product release?</p> <p>Where specified in the contract, is the customer or their representative afforded the right to verify on site at the supplier facility or your facility that subcontracted product conforms?</p> <p>Does your procedure ensure that customer verification is not used by your organization as evidence of effective control, and does not absolve your organization of their responsibilities or preclude rejection by the customer?</p> <p>Additional questions</p>		
7.5 Production and Service Provision		
7.5.1 Control of Production and Service Provision		
<p>Does your organization control production and service operation by planning:</p> <ul style="list-style-type: none"> a) Availability of information that specifies the characteristics of the product? b) Availability of work instructions? c) Use of suitable equipment? d) Availability and use of monitoring and measuring devices? e) Implementation of monitoring and measurement? f) Implementation of release, delivery, and post-delivery activities? <p>Additional questions</p>		