

# WAREHOUSE MANAGEMENT SECTION INTERNAL AUDIT CHECKLIST

<b>Warehouse Management Section Internal Audit Checklist</b>				
Auditors		principal		
ited departm	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			
2	warehouse to implement product protection			
3	policy, flows, and the quality policy ---			
4	ask 2-3 people for materials			
5	From what aspects does the company formulate quality objectives --- review the			
6	Does the time interval and content of the management review meet the			
7	How to specify the responsibilities of department personnel? Is the authority			
8	clear across (for activities) or time			
9	department need to be communicated?			
10	How to improve communication process			
11	What methods are used in the department to improve the ability of employees? ---			
12	Whether the equipment is maintained, recorded and controlled --- Check the			
13	Whether to implement 5S management ---			
14	on-site inspection			
15	Whether the purchased product has been verified, and whether the supplier is			
16	Whether the process of product realization is marked and whether it can			
17	be traced --- check it in shipping and the			
18	Whether the controller's property is controlled on-site inspection			
19	Whether the measuring devices required for product inspection			
20	Whether the product inspection process is controlled on-site inspection			
21	Whether the quality system --- provide evidence			
22	Whether the implementation process of the quality management system is			
23	Does the product carry out monitoring and measurement methods.			
24	Whether the disposal of non-conforming products complies with the relevant			
25	Whether to analyze the results of product monitoring and measurement --- provide			
26	How to identify opportunities for improvement and implement continual			

Review: Compiler:

# Distribution Warehouse Audit Checklist Sample

**Mark Steyvers**



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