	Internal Audit Checksheet Cum Observation Report					Format No :-	
						Rev. No. :-	
Department :	**Human Resource**		Audit Scope	ISO 9001:2015	Auditor :	Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:	Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Is there a documented procedure for training / competency & motivation of employee	7.2/7.3/7.5 (ISO 9001:2015)			
2	Are there any Corporate policies defined & implemented?	5.1.1.1 (ISO 9001:2015)			
3	Are the Quality objective deployed in the HR Department i.e. Same Objective as determined along with the quality policy or supporting departmental objectives.	6.2.1/6.2.2 (ISO 9001:2015)			
4	Are there any risks and opportunities identified? Any Mitigation actions for risks identified? Status of Mitigation actions implementation and effectiveness?	6.1.2.1 (ISO 9001:2015)			
5	Do you make the Annaul Training plan for employee & executed accordingly for the staff & operators?	7.2 (ISO 9001:2015)			
6	Are the Abnormal conditions / unexpected change (Contingency Plan) defined to satisfy customer requirements in event of an emergency such as labour shortage ,utility intruptions,key equipment failure.	6.1.2.3 (ISO 9001:2015)			
7	Is Contingency Plan reviewed annually with CFT including top management?	6.1.2.3 (ISO 9001:2015)			
8	is there roles & Responsibility defined for each employee.	5.3 (ISO 9001:2015)			
9	Are criteria determined to ensure that the HRD Process are effective (No of Retraining required, gap between competency required vs Actual)	6.2.2.1 (ISO 9001:2015)			
10	Is the competence defined for the personnel performing Production process & Re-evaluate as defined interval?	7.2.1 (ISO 9001:2015)			
11	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			
12	Control of Record Is the record have following requirement identification,storage,Protection,retrivel,retention and disposal of records	7.5.3 (ISO 9001:2015)			

Signature & Date (Auditor)	Signature & Date(Auditee)	Signature & Date (MR)	

Type of Observation

O+	Positive Observation	O -	Minor NC(Negative Observation)
NC	Major Non conformity	O.I.	Opportunity for improvement

	Internal Audit Checksheet Cum Observation Report					Format No :-	
						Rev. No. :-	
Department :	**Marketing & Sales**	Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-		Shift :		Auditee:		Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Availability of latest procedure i.e Enquiry handling & contract review , Customer Satisfaction	8.2 (ISO 9001:2015)			
2	Are there any risks and opportunities identified? Any Mitigation actions for risks identified?Status of Mitigation actions implementation and effectiveness?	6.1.2.1 (ISO 9001:2015)			
3	Is the record have following requirement, Identification,storage,Protection,retrivel,retention and disposal of records	7.5.3/7.5.3.1 (ISO 9001:2015)			
4	Are the record of above reviews and action arising due to this review maintained?	8.2.3 (ISO 9001:2015)			
5	Are the relavent document amended and communicated to the relavent department in case of amendment to the order?	8.2.3 (ISO 9001:2015)			
6	Customer satisfaction survey form & action plan on customer dissatisfaction factor	9.1.2 ,9.1.3 (ISO 9001:2015)			
7	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			
8	Availability of business plan & monitoring the business plan	9.3 (ISO 9001:2015)			

Signature & Date (Auditor)	Signature & Date(Auditee)	Signature & Date (MR)	

Type of Observation

O+	Positive Observation	O -	Minor NC(Negative Observation)
NC	Major Non conformity	O.I.	Opportunity for improvement

POSITIVE OBSERVATION (O+) IS EITHER :

* The Presence of the good practices of a system to meet an ISO 9001:2015 requirement. The good practices can be horizontally deployed in other process (wherever applicable).

MAJOR NON CONFORMITY (NC) IS EITHER :

* The absence or total breakdown of a system to meet an ISO 9001:2015 requirement. A no. of minor nonconformity against one requirement can represent a total breakdown of the system and thus be considered a major nonconformity.

* Any noncompliance that would result in the probable shipment of a non conforming product. A condition that may result in the failure or materially reduce the usabilty of the products or services for their intended purpose.

* A noncompliance that judgment and experience indicate is likely either to result in The failure of quality management system or to materially reduce its ability to assure controlled processes and products

A MINOR NONCONFORMITY (O-) :

* Is a failure to comply with ISO 9001:2015, which based on judgement and experience is not likely to result in the failure of the quality mangement system or reduce its ability to assure controlled processes, or products. It may be one of the following
* is a failure in some part of the organization's documented quality mangement system relative to ISO 9001:2015.
* is a single observed lapse in following one item of a company's quality mangement system

OPPORTUNITY FOR IMPROVEMENT (O.I) :-

* an observed situation which is NOT a major or minor nonconformity , but where results achieved, based upon the auditor's judgement and experience in that commodity, are not optimal.

CONFIRMS- No major or minor nonconformities were noted in the audit.

	Internal Audit Checksheet Cum Observation Report					Format No :-	
						Rev. No. :-	
Department :	**Store & Despatch**		Audit Scope		Auditor :	Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:	Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Is there a documented procedure/W.I available for Store Department?	7.5.1,7.5.2,7.5.3 (ISO 9001:2015)			
2	Are the Quality objective deployed in the Store Department i.e. Same Objective as determined along with the quality policy or supporting departmental objectives.	6.2.1/6.2.2 (ISO 9001:2015)			
3	Are there any risks and opportunities identified? Any Mitigation actions for risks identified? Status of Mitigation actions implementation and effectiveness?	6.1.2.1 (ISO 9001:2015)			
4	Is the condition of materials/product laying in stocks assessed?	8.5.4 (ISO 9001:2015)			
5	Is there FIFO system Implemented?	8.5.4 (ISO 9001:2015)			
6	Do you take any action to prevent the dust ,rust,moiture& rain etc. for stock & unfinished products.	8.5.4.1 (ISO 9001:2015)			
7	Is there Preservation, pacakging & labeling as per requirement of customer?	8.5.4.1 (ISO 9001:2015)			
8	Is system for inventory management defined?	8.5.4.1 (ISO 9001:2015)			
9	is there Min-Max inventory level defined	8.5.4.1 (ISO 9001:2015)			
10	How are the obsolete products/components/materials lying in stores dealt? Are these considered and controlled as per nonconforming materials (Disposal)?	7.5.3 (ISO 9001:2015)			
11	Control of Record Is the record have following requirement identification,storage,Protection,retrivel,retention and disposal of records	7.5.3 (ISO 9001:2015)			
12	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			
13	Any Other				

Signature & Date (Auditor)	Signature & Date(Auditee)	Signature & Date (MR)	

Type of Observation

O+ Positive Observation

O - Minor NC(Negative Observation)

Department :	**Store & Despatch**		Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:		Audit Date:	
Sl. No.	Check Point	Ref. Clause	Observation				Status	Remarks
NC Major Non conformity					O.I.	Opportunity for improvement		

	Internal Audit Checksheet Cum Observation Report				Format No :-	
					Rev. No. :-	
Department :	**Maintenance**	Audit Scope		Auditor :	Rev. Date:-	
Process Owner Name :-		Shift :		Auditee:	Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Is there a documented procedure available for Maintenance Department?	7.2/7.3/7.5 (ISO 9001:2015)			
2	Are the Quality objective deployed in the Maint. department. i.e. Same Objective as determined along with the quality policy or supporting departmental objectives.	6.2.1 ,6.2.2 (ISO 9001:2015)			
3	Are there any risks and opportunities identified? Any Mitigation actions for risks identified? Status of Mitigation actions implementation and effectiveness?	6.1.2.1 (ISO 9001:2015)			
4	Abnormal conditions / unexpected change (Contingency Plan) defined to satisfy customer requirements in event of an emergency such as labour shortage ,utility intruptions,key equipment failure	6.1.2.3 (ISO 9001:2015)			
5	Is Contingency Plan reviewed annually with CFT including top management?	6.1.2.3 (ISO 9001:2015)			
6	Is there Identification of process equipments (Machineries) available including the utilities also? Are they legible ?	8.5.1.5 (ISO 9001:2015)			
7	Is there availability of critical spare parts for the equipment/machines identified?	8.5.1.5 (ISO 9001:2015)			
8	Are the Records of Breakdown & Preventive maintenance available & adhered as per the defined plan?	8.5.1.5 (ISO 9001:2015)			
9	Are the history card of all the machines are maintained & records kept?	8.5.1.5 (ISO 9001:2015)			
10	Is the record have following requirement identification,storage,Protection,retrivel,retention and disposal of records	7.5.3/7.5.3.1 (ISO 9001:2015)			
11	Is the competency defined for the personnel performing Maint. process ?	7.2.2/7.2.1 (ISO 9001:2015)			
12	Are the 4M Change activities carried out after the Breakdown & Preventive maintenance? Are the records of setup approval kept for ref.?	MSIL VSA requirement			

Department :	**Maintenance**	Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-		Shift :		Auditee:		Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
13	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			
14	Any Other Point				

Signature & Date (Auditor)	Signature & Date(Auditee)	Signature & Date (MR)	

Type of Observation

O+	Positive Observation	O -	Minor NC(Negative Observation)
NC	Major Non conformity	O.I.	Opportunity for improvement

POSITIVE OBSERVATION (O+) IS EITHER :

* The Presence of the good practices of a system to meet an ISO 9001:2015 requirement. The good practices can be horizontally deployed in other process (wherever applicable).

MAJOR NON CONFORMITY (NC) IS EITHER :

* The absence or total breakdown of a system to meet an ISO 9001:2015 requirement. A no. of minor nonconformity against one requirement can represent a total breakdown of the system and thus be considered a major nonconformity.

* Any noncompliance that would result in the probable shipment of a non conforming product. A condition that may result in the failure or materially reduce the usabilty of the products or services for their intended purpose.

* A noncompliance that judgment and experience indicate is likely either to result in The failure of quality management system or to materially reduce its ability to assure controlled processes and products

A MINOR NONCONFORMITY (O-) :

* Is a failure to comply with ISO 9001:2015, which based on judgement and experience is not likely to result in the failure of the quality mangement system or reduce its ability to assure controlled processes, or products. It may be one of the following

* is a failure in some part of the organization's documented quality mangement system relative to ISO 9001:2015.

* is a single observed lapse in following one item of a company's quality mangement system

OPPORTUNITY FOR IMPROVEMENT (O.I) :-

* an observed situation which is NOT a major or minor nonconformity , but where results achieved, based upon the auditor's judgement and experience in that commodity, are not optimal.

CONFIRMS- No major or minor nonconformities were noted in the audit.

	Internal Audit Checksheet Cum Observation Report					Format No :-	
						Rev. No. :-	
Department :	**Production**		Audit Scope		Auditor :	Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:	Audit Date:	

Sl.No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Is there a documented procedure for Production Department ?	7.5.1 (ISO 9001:2015)			
2	Are there any risks and opportunities identified? Any Mitigation actions for risks identified? Status of Mitigation actions implementation and effectiveness?	6.1.2 (ISO 9001:2015)			
3	1.Is there setup approval carried out before starting the production ? 2.Is there maintained documented information for setup personal?	8.5.1 (ISO 9001:2015)			
4	Are the 4M Change W.I displayed at shop floor & the shop floor personnel are aware about that?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
5	Is the Suspected part area available at shop floor for storage of 4M Change suspected parts ?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
6	Are the 4M Change activities carried out after the Breakdown & Preventive maintenance? Are the records of setup approval kept for ref.?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
7	Are the Records kept for the training of Handling abnormal situations & 4M Change to the operators imparted & the records are kept for that?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
8	Are the Rule defined for handling abnormal situations , is it displayed at shop floor & are the personnel aware about that?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
9	Is there Proper Lux Level available at shop floor & being monitored ? Is the shop floor free from Excess Heat , Fumes,Smokes etc.?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
10	Are the PPE's provided at the shop floor & being used by the shop floor personnals.?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
11	Are the process inspection & testing is being carried out as per defined frequency in Control plan / Inspections standards/WI?	8.6.1 (ISO 9001:2015)			
12	Is there any deviation approved from designated authority , if required?	8.7.1 (ISO 9001:2015)			

Department :	**Production**		Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:		Audit Date:	

Sl.No.	Check Point	Ref. Clause	Observation	Status	Remarks
13	Is the material and parts flow secured against mix-ups / exchanges by mistake for traceability?	8.5.2/8.5.2 (ISO 9001:2015)			
14	Ensured the calibrated equipments are used for production purpose	7.1.5.2 (ISO 9001:2015)			
15	Operator Instructions & Standards 1. Is the work instruction language understood by responsible person 2. Is the accessible for use at the designated work area. 3. Is the legible work instructions.	8.5.1.2 (ISO 9001:2015)			
16	Are the appearance item identify and displayed at the required location. Control of Limit Sample includes following information 1.Date of production of the limit sample 2.Control No. 3.Inspection Items (e.g Scratch, Dent marks etc.) 4.Applicable Part Name & Part No.	8.6.3 (ISO 9001:2015)			
17	1.Is there any special characteristics identified for process capability as per PFMEA/Control Plan? 2. Is there process capability carried out as per plan & Analysed	9.1.1.2/9.1.1.3 (ISO 9001:2015)			
18	Is the record have following requirement identification,storage,Protection,retrivel,retention and disposal of records	7.5.3/7.5.3.1 (ISO 9001:2015)			
19	Is the competence defined for the personnel performing Production process & Revaluate as defined interval	7.2.2/7.2.1 (ISO 9001:2015)			
20	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			
21	Any Other				

Signature & Date (Auditor)	Signature & Date(Auditee)	Signature & Date (MR)	

Type of Observation

O+	Positive Observation	O -	Minor NC(Negative Observation)
NC	Major Non conformity	O.I.	Opportunity for improvement

	Internal Audit Checksheet Cum Observation Report					Format No :-	
						Rev. No. :-	
Department :	**Purchase**	Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-		Shift :		Auditee:		Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Are the procedures identified and established ? i.e. Supplier ,Performance monitoring, Purchase -local, Purchase-Imports, Supplier Development, etc.	7.2/7.3/7.5 (ISO 9001:2015)			
3	Are there any risks and opportunities identified? Any Mitigation actions for risks identified? Status of Mitigation actions implementation and effectiveness?	6.1.2 (ISO 9001:2015)			
4	Are the Abnormal conditions / unexpected change (Contingency Plan) defined to satisfy customer requirements in event of an emergency such as labour shortage ,utility intruptions,key equipment failure	6.1.2 (ISO 9001:2015)			
5	Is Contingency Plan reviewed annually with CFT including top management?	6.1.2 (ISO 9001:2015)			
6	Is statutory and regulatory requirements implemented at supplier end?	8.4.2 (ISO 9001:2015)			
7	Are the supplier selected on base of following 1). An assesment of the selected supplier's risk to product confirmity 2).relevant quality & delivery performance 3). An evaluation of the supplier's quality management system	8.4.1.2 (ISO 9001:2015)			
8	Actions plan are prepared in joint discussion with your supplier for estabilishing / upgrading the system.	8.4.2 (ISO 9001:2015)			
9	Has customer prescribed any source to purchase products,materials ,tools or services under contractual conditions?	8.4.1 (ISO 9001:2015)			
10	Is supplier performance been monitored through supplier performance rating on monthly basis & is it being communicated to supplier ?	8.4.2 (ISO 9001:2015)			
11	Are the requirements related to the new product or process communicated to the supplier ?	8.4.3 (ISO 9001:2015)			

Department :	Purchase		Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:		Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
12	Are they any outsource process identified in the organization? Note : Are any technical responsibility with in the organization delegated for outsource process	8.5.1.6 (ISO 9001:2015)			
13	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			
13	Any Other Points				

Signature & Date (Auditor)	Signature & Date(Auditee)	Signature & Date (MR)	

Type of Observation

O+	Positive Observation	O -	Minor NC(Negative Observation)
NC	Major Non conformity	O.I.	Opportunity for improvement

POSITIVE OBSERVATION (O+) IS EITHER :

* The Presence of the good practices of a system to meet an ISO 9001:2015 requirement. The good practices can be horizontally deployed in other process (wherever applicable).

MAJOR NON CONFORMITY (NC) IS EITHER :

* The absence or total breakdown of a system to meet an ISO 9001:2015 requirement. A no. of minor nonconformity against one requirement can represent a total breakdown of the system and thus be considered a major nonconformity.

* Any noncompliance that would result in the probable shipment of a non conforming product. A condition that may result in the failure or materially reduce the usabilty of the products or services for their intended purpose.

* A noncompliance that judgment and experience indicate is likely either to result in The failure of quality management system or to materially reduce its ability to assure controlled processes and products

A MINOR NONCONFORMITY (O-) :

* Is a failure to comply with ISO 9001:2015, which based on judgement and experience is not likely to result in the failure of the quality mangement system or reduce its ability to assure controlled processes, or products. It may be one of the following

* is a failure in some part of the organization's documented quality mangement system relative to ISO 9001:2015.

* is a single observed lapse in following one item of a company's quality mangement system

OPPORTUNITY FOR IMPROVEMENT (O.I) :-

* an observed situation which is NOT a major or minor nonconformity , but where results achieved, based upon the auditor's judgement and experience in that commodity, are not optimal.

Department :	**Purchase**		Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:		Audit Date:	
Sl. No.	Check Point	Ref. Clause	Observation				Status	Remarks
CONFIRMS- No major or minor nonconformities were noted in the audit.								

	Internal Audit Checksheet Cum Observation Report					Format No :-	
						Rev. No. :-	
Department :	**Quality Assurance**		Audit Scope		Auditor :	Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:	Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Is there the documented procedure available for QA Department?	7.2/7.3/7.5 (ISO 9001:2015)			
2	Are the Quality objective deployed in the QA department. i.e. Same Objective as determined along with the quality policy or supporting departmental objectives.	6.2.1/6.2.2 (ISO 9001:2015)			
3	Are there any risks and opportunities identified? Any Mitigation actions for risks identified? Status of Mitigation actions implementation and effectiveness?	6.1.2 (ISO 9001:2015)			
4	Is the criteria defined for the time taken to analyze and close the customer complaint.	10.2.6 (ISO 9001:2015)			
5	Are the customer complaint register available for the Customer complaint monitoring and CAPA on customer complaint available ?	10.2.6 (ISO 9001:2015)			
6	Are the root cause analysis done with Why-why analysis methodology with the involvement of CFT & Shop floor Operator in case of Customer failure & inhouse failure?	10.2.6 (ISO 9001:2015)			
7	Are the Master List of Instruments available? Annual calibration plan vs actual adherence available? Are the Calibration activity carried out from NABL approved external agency?	7.1.5 (ISO 9001:2015)			
8	Are the NABL Scope, NABL Certificate & Master certificate of traceability are used & being verified for External calibration laboratories?	7.1.5.2 (ISO 9001:2015)			
9	Are the MSA activities carried out for all the category of instruments & the records are kept?	7.1.5 (ISO 9001:2015)			
10	Ate the rejection monitoring is carried out on daily basis & the rejection analysis done on monthly basis for Top Defect?	8.7 & 10.2 (ISO 9001:2015)			

Department :	**Quality Assurance**		Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:		Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
11	Evidence of Horizontal deployment , Standardization , Effectiveness monitoring of the actions?	8.7 & 10.2.1 (ISO 9001:2015)			
12	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			
13	Any Other Points				

Signature & Date (Auditor)	Signature & Date(Auditee)	Signature & Date (MR)	

Type of Observation

O+	Positive Observation	O -	Minor NC(Negative Observation)
NC	Major Non conformity	O.I.	Opportunity for improvement

POSITIVE OBSERVATION (O+) IS EITHER :

* The Presence of the good practices of a system to meet an ISO 9001:2015 requirement. The good practices can be horizontally deployed in other process (wherever applicable).

MAJOR NON CONFORMITY (NC) IS EITHER :

* The absence or total breakdown of a system to meet an ISO 9001:2015 requirement. A no. of minor nonconformity against one requirement can represent a total breakdown of the system and thus be considered a major nonconformity.

* Any noncompliance that would result in the probable shipment of a non conforming product. A condition that may result in the failure or materially reduce the usabilty of the products or services for their intended purpose.

* A noncompliance that judgment and experience indicate is likely either to result in The failure of quality management system or to materially reduce its ability to assure controlled processes and products

A MINOR NONCONFORMITY (O-) :

* Is a failure to comply with ISO 9001:2015, which based on judgement and experience is not likely to result in the failure of the quality mangement system or reduce its ability to assure controlled processes, or products. It may be one of the following

* is a failure in some part of the organization's documented quality mangement system relative to ISO 9001:2015.

* is a single observed lapse in following one item of a company's quality mangement system

OPPORTUNITY FOR IMPROVEMENT (O.I) :-

* an observed situation which is NOT a major or minor nonconformity , but where results achieved, based upon the auditor's judgement and experience in that commodity, are not optimal.

CONFIRMS- No major or minor nonconformities were noted in the audit.

	Internal Audit Checksheet Cum Observation Report					Format No :-	
						Rev. No. :-	
Department :	New Product Development (NPD)		Audit Scope		Auditor :	Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:	Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Availability of latest procedure e.g New product development, Initial supply control, PFEMA etc.	7.5.1,7.5.2,7.5.3 (ISO 9001:2015)			
2	is the New product development procedure identified & matched with APQP time plan & APQP matrix?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
3	is the timing plan approved by Top management & review frequency defined for CFT & Top managemnet? Are the records availble for the review of progress of APQP time plan?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
4	Are the delayed activities captured In the timing plan & action available for that? Are the TGR & TGW analysis evident for the NPD parts & the learnings are captured & deployed in similar part or process?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
5	Are the procedure defined for the Initial product & initial supply control? Are the criteria defined for IPC in case of new part, engg. Change or process changes?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
6	Are the separate storage available for the material of NPD & IPC & are they properly identified?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
7	Are the stricter control defined in the procedure in case of initial supply control? Are the termination criteria defined for the initial supply control signoff? Are the criteria defined for the extension of IPC period in the case where the targets are not met?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
8	Are the Past defect history sheet available & all the defects are captured i.e at the stage of development, Customer complaints, Supplier problems, warranty failure etc.?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
9	Is the procedure available for PFMEA? Is the criteria defined for the review of PFMEA? Is the Annual PFMEA review plan available & being implemented accordingly?	8.5.1, 8.3.5 (ISO 9001:2015)			
10	Are there any risks and opportunities identified? Any Mitigation actions for risks identified?	6.1.2 (ISO 9001:2015)			
11	Ensuring the latest version of external origin documents and distribution control on the same.	7.5.3 (ISO 9001:2015)			

Department :	New Product Development (NPD)		Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:		Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
12	Is the ECN register availble & Summary of ECN's is being prepared?	8.2.4 (ISO 9001:2015)			
13	Availability of latest PPAP documents of new & existing components.	8.3.4 (ISO 9001:2015)			
14	Is the Master list of Control plan , PFMEA, Drgs. , Inspection stds. , Process sheet available & updated as per requirement?	7.5.3 (ISO 9001:2015)			
15	Is the co-herence plan available to avoid the mismatch of the documents ii.e customer drawing , inprocess inspection report, setup approval report , PDI report ,Inspection stds. , Process sheet etc.?	Customer specific req. (MSIL VSA Checksheet) 8.2.3.1 ISO 9001:2015			
16	Control of Record Is the record have following requirement, identification,storage,Protection,retrivel,retention and disposal of records & the record matrix available & retention period defined for each of the records?	7.5.3 (ISO 9001:2015)			
17	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			
18	Any other points				

Signature & Date (Auditor)	Signature & Date(Auditee)	Signature & Date (MR)	

Type of Observation

O+	Positive Observation	O -	Minor NC(Negative Observation)
NC	Major Non conformity	O.I.	Opportunity for improvement

POSITIVE OBSERVATION (O+) IS EITHER :

* The Presence of the good practices of a system to meet an ISO 9001:2015 requirement. The good practices can be horizontally deployed in other process (wherever applicable).

MAJOR NON CONFORMITY (NC) IS EITHER :

* The absence or total breakdown of a system to meet an ISO 9001:2015 requirement. A no. of minor nonconformity against one requirement can represent a total breakdown of the system and thus be considered a major nonconformity.

* Any noncompliance that would result in the probable shipment of a non conforming product. A condition that may result in the failure or materially reduce the usabilty of the products or services for their intended purpose.

* A noncompliance that judgment and experience indicate is likely either to result in The failure of quality management system or to materially reduce its ability to assure controlled processes and products

A MINOR NONCONFORMITY (O-) :

* Is a failure to comply with ISO 9001:2015, which based on judgement and experience is not likely to result in the failure of the quality mangement system or reduce its ability to assure controlled processes, or products. It may be one of the following

* is a failure in some part of the organization's documented quality mangement system relative to ISO 9001:2015.

* is a single observed lapse in following one item of a company's quality mangement system

OPPORTUNITY FOR IMPROVEMENT (O.I) :-

* an observed situation which is NOT a major or minor nonconformity , but where results achieved, based upon the auditor's judgement and experience in that commodity, are not optimal.

Department :	**New Product Development (NPD)**		Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:		Audit Date:	
Sl. No.	Check Point	Ref. Clause	Observation				Status	Remarks
CONFIRMS- No major or minor nonconformities were noted in the audit.								

	Internal Audit Checksheet Cum Observation Report					Format No :-	
						Rev. No. :-	
Department :	**Quality Management System (QMS)**		Audit Scope		Auditor :	Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:	Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Availability of latest procedure e.g Control of documents , Control of records, Internal Audit , MRM, Risk Assessment etc.	7.5.1,7.5.2,7.5.3 (ISO 9001:2015)			
2	Are there any risks and opportunities identified? Any Mitigation actions for risks identified?	6.1.2 (ISO 9001:2015)			
3	Are the Internal Audit (QMS Audit , Mfg. process audit & Product audit) Conducted & maintaining the audit reports?	9.2 (ISO 9001:2015)			
4	Are the List of Qualiified Internal Auditor (QMS+Mfg. process+Product+Supplier Audit) available & maintained ?	7.2.3 (ISO 9001:2015)			
5	Conducting MRM & maintaining the reports?	9.3 (ISO 9001:2015)			
6	Identification of Needs & Expectations of Intrested parties	4.2 (ISO 9001:2015)			
7	Ensuring the customer requirements have been communicated to all the concern people in the plant.	5.1.2 (ISO 9001:2015)			
8	Master copy of Quality Procedures,Manual,Instruction ,Format,WI,WI etc at MR. office.	7.5.3 (ISO 9001:2015)			
9	Ensuring the latest version of documents at the point of use.	7.5.3 (ISO 9001:2015)			
10	Control of Record Is the record have following requirement, identification,storage,Protection,retrivel,retention and disposal of records & the record matrix available & retention period	7.5.3 (ISO 9001:2015)			
11	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			

Department :	**Quality Management System (QMS)**		Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-			Shift :		Auditee:		Audit Date:	
Sl. No.	Check Point	Ref. Clause	Observation				Status	Remarks
12	Any other points							
Signature & Date (Auditor)			Signature & Date(Auditee)			Signature & Date (MR)		

Type of Observation

O+	Positive Observation	O -	Minor NC(Negative Observation)
NC	Major Non conformity	O.I.	Opportunity for improvement

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CONFIRMS- No major or minor nonconformities were noted in the audit.

	Internal Audit Checksheet Cum Observation Report					Format No :-	
						Rev. No. :-	
Department :	**Top Management**	Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-		Shift :		Auditee:		Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
1	Are the Quality Policy & Quality objectives are established for the quality management system & are compatible for the strategic direction to the organization.	5.1.1 (ISO 9001:2015)			
2	Are the Quality Policy & Quality objectives are reviiewed at a defined frequency & is there a plan where the targets are not met?	5.1.1 (ISO 9001:2015)			
3	Are the Quality Management System requirements are integrated in the Business plan?	5.1.1. (ISO 9001:2015)			
4	Are the Business plan available & risk is identified & integrated with business plan?	5.1.1. (ISO 9001:2015)			
5	Is there a formal process available for risk analysis?	6.1.2.1 (ISO 9001:2015)			
6	Are there any risks and opportunities identified? Any Mitigation actions for risks identified?	6.1.2 (ISO 9001:2015)			
7	Abnormal conditions / unexpected change (Contingency Plan) Abnormal Conditions / Unexpected change to satisfy customer requirements in event of an emergency such as labour shortage ,utility intruptions,key equipment failure	6.1.2 (ISO 9001:2015)			
8	Is the statutory ,regulatory and customer requirement followed.	7.5.3.2 (ISO 9001:2015)			
9	Are the relavent document amended and communicated to the relavent department in case of amendment to the order?	8.2.3 (ISO 9001:2015)			
10	Customer satisfaction survey form & action plan on customer dissatisfaction factor	9.1.2 ,9.1.3 (ISO 9001:2015)			

Department :	**Top Management**	Audit Scope		Auditor :		Rev. Date:-	
Process Owner Name :-		Shift :		Auditee:		Audit Date:	

Sl. No.	Check Point	Ref. Clause	Observation	Status	Remarks
11	Are the roles & responsibilities & authorities are defined for each designation & are communicated & understood within the organization?	5.3 (ISO 9001:2015)			
12	Status of previous internal audit NC closure & Are Previous Audit Observations Closed?	9.2.2 (ISO 9001:2015)			
13	Any Other				

Signature & Date (Auditor)	Signature & Date(Auditee)	Signature & Date (MR)	

Type of Observation

O+	Positive Observation	O -	Minor NC(Negative Observation)
NC	Major Non conformity	O.I.	Opportunity for improvement

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