



RENCO INTERNAL AUDIT

QUALITY MANAGEMENT SYSTEM

REFERENCE: ISO 9001-2000

REVISION:03

Document No:
FRM-QA-04

Approved By:
President

| <u>Quality Management System (Ref.4)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|--|-------------------|-----------------------|-------------------------|-----------------------|
| 1.) Is there a comprehensive quality manual stipulating the following: | | | | |
| • Management Responsibility | | | | |
| • Quality policy | | | | |
| • Organization | | | | |
| • Contract Review | | | | |
| • Design Control | | | | |
| • Design Review | | | | |
| • Design Verification | | | | |
| • Design Validation | | | | |
| • Design Changes | | | | |
| • Document and Data Control | | | | |
| • Purchasing | | | | |
| • Subcontractor evaluation | | | | |
| • Control of customer supplied product | | | | |
| • Product identification and traceability | | | | |
| • Process control | | | | |
| • Process monitoring | | | | |
| • Verification of set-ups | | | | |
| • Process changes | | | | |
| • Planned preventative maintenance | | | | |

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|---|-------------------|-----------------------|-------------------------|-----------------------|
| • Inspection and testing | | | | |
| • Test equipment inspection | | | | |
| • Measuring and test status inspection | | | | |
| • Control of non-conforming product | | | | |
| • Control of reworked product | | | | |
| • Corrective and preventative actions | | | | |
| • Handling, Storage, packaging and delivery | | | | |
| • Control of quality records | | | | |
| • Internal Quality Audits | | | | |
| • Training | | | | |
| Start Date: | | | | |
| Completion Date: | | | | |
| Print | Signature | | Date: | |
| Audited: | | | | |
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| <u>Control of Documents</u> <u>(Ref.4.2.3)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|--|-------------------|-----------------------|---------------------------------|-----------------------|
| 1.) Are new and revised documents reviewed and approved by authorized personnel prior to issue? | | | | |
| 2.) Is there a master list (or equivalent) identifying document revision status? | | | | |
| 3.) Is there a timely review and implementation of customer engineering standards? | | | | |
| 4.) Are customer engineering specifications and changes; reviewed and verified on regular bases? | | | | |
| 5.) Are all referencing material and documentation available on-site? | | | | |
| 6.) Where documents and data retainability is required, are appropriate controls maintained for changes? | | | | |
| Start Date: _____ Completion Date: _____ | | | | |
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| <u>Control of Records</u> <u>(Ref.4.2.4)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
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| 1.) Is there documentation verifying the effectiveness of the quality system, including pertinent subcontractor records? | | | | |
| 2.) Are all quality records legible and readily retrievable? | | | | |
| 3.) Are these records, (hard copy or electronic), stored in a suitable environment to prevent deterioration, damage or loss? | | | | |
| 4.) Are quality records retained per procedures and for the period specified? | | | | |
| 5.) Has the supplier fulfilled responsibilities for timely retention and disposal control of records? | | | | |
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| <u>Management Responsibility (Ref.5)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
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| 1.) Is the Quality Policy communicated, understood and maintained throughout the organization? | | | | |
| 2.) Are there clearly defined and documented responsibilities and authorities for all personnel affecting quality? | | | | |
| 3.) Is authority delegated to personnel to: | | | | |
| <ul style="list-style-type: none"> • Prevent Non-conformity? | | | | |
| <ul style="list-style-type: none"> • Identify and record quality problems? | | | | |
| <ul style="list-style-type: none"> • Initiate and verify corrective action? | | | | |
| <ul style="list-style-type: none"> • Control further processing? | | | | |
| 4.) Is a multi-disciplinary approach used in the design process with direct input in decision making? | | | | |
| 5.) Is there a periodic top management review of quality system effectiveness supported by appropriate records? | | | | |
| 6.) Are qualified technical personnel available for product design and support? | | | | |

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| <u>Competence Awareness & Training (Ref.6.2.2)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|---|-------------------|-----------------------|-------------------------|-----------------------|
| 1.) Have the training needs for all personnel performing activities affecting quality been met? | | | | |
| 2.) Do qualifications for jobs affecting quality include: | | | | |
| <ul style="list-style-type: none"> • Identification of appropriate education? | | | | |
| <ul style="list-style-type: none"> • Training needs and experience? | | | | |
| 3.) Are individual training records maintained? | | | | |
| 4.) Is training effectiveness periodically evaluated? | | | | |
| Start Date: _____ Completion Date: _____ | | | | |
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| <u>Contract/PO Review (Ref.7.2)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|--|-------------------|-----------------------|-------------------------|-----------------------|
| 1.) Are the contract review activities adequately documented and maintained? | | | | |
| 2.) Are the requirements understood and within the suppliers capability prior to order acceptance? | | | | |
| 3.) Are there provisions to document and deploy contract changes throughout the organization? | | | | |
| 4.) Are records of contract reviews maintained? | | | | |
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| <u>Design & Development (Ref.7.3)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
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| 1.) Have design plans for each project been established and responsibility assigned? | | | | |
| 2.) Are responsible personnel experienced in the “Required Skills” or appropriate equivalents? | | | | |
| 3.) Are appropriate resources and facilities available to use computer aided design, engineering and analysis? | | | | |
| 4.) Have formal documented design reviews been conducted per design plan? | | | | |
| 5.) Does the design output contain referenced criteria? | | | | |
| 6.) Does the design output include a review of design documents before release? | | | | |
| 7.) Is developmental performance testing tracked for timely completion and conformance? | | | | |
| 8.) Has design validation been performed at the specified frequencies, results recorded, and failures addressed? | | | | |

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| <u>Design & Development</u> <u>Ref.7.3</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|---|-------------------|-----------------------|---------------------------------|-----------------------|
| 9.) Are design changes documented and approved by authorized personnel before implementation? | | | | |
| Start Date: | | | | |
| Completion Date: | | | | |
| Print | Signature | | Date: | |
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| <u>Purchasing</u> <u>(Ref.7.4)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|---|-------------------|-----------------------|---------------------------------|-----------------------|
| 1.) Are subcontractors evaluated and selected based on their ability to meet quality system and quality assurance requirements? | | | | |
| 2.) Does the supplier have a procedure to define the appropriate level of control over subcontractors? | | | | |
| 3.) Are quality records of subcontractors kept up to date and used to evaluate performance? | | | | |
| 4.) Do the purchasing documents contain data that clearly describe the product or service being ordered? | | | | |
| 5.) Where applicable, is there provision for the customer (or representative) to verify subcontractor onsite? | | | | |
| Start Date: | | | | |
| Completion Date: | | | | |
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| <u>Production /Service Provision (Ref.7.5)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|---|-------------------|-----------------------|-------------------------|-----------------------|
| 1.) Is material examined upon receipt to check quantity, identity and transit damage? | | | | |
| 2.) Is material periodically inspected to detect for signs of deterioration, proper condition and storage time limitations? | | | | |
| 3.) For any such product that is unsuitable for use are reports provided to the customer? | | | | |
| 4.) Is product identified, where appropriate, at all production stages? | | | | |
| 5.) Is inspection and/or test status suitably identified throughout the production process? | | | | |
| 6.) If required by the customer, are additional verification requirements met for the launching of new products? | | | | |
| 7.) Do the supplier's material handling methods prevent product damage and deterioration? | | | | |
| 8.) Are storage areas appropriate for preventing damage or deterioration of the product? | | | | |

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| <u>Production /Service Provision (Ref.7.5)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
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| 9.) When required by the nature of the product, is the condition of product in stock checked at intervals to detect deterioration? | | | | |
| 10.) Does the supplier of the product control the packing, packaging and marking processes to the extent necessary to ensure product conformance to specifications? | | | | |
| 11.) Is applicable customer packaging standards available? | | | | |
| 12.) Are applicable customer packaging standards complied with? | | | | |
| 13.) Are methods appropriate for the product used for preservation and segregation? | | | | |
| 14.) Have documented job instructions been developed that: | | | | |
| <ul style="list-style-type: none"> • Is accessible at the work station? | | | | |
| <ul style="list-style-type: none"> • Communicates requirements to all employees involved in this process? | | | | |

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| <u>Production /Service Provision (Ref.7.5)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|--|-------------------|-----------------------|-------------------------|-----------------------|
| <ul style="list-style-type: none"> • Provide for verification of job set-ups and tool change intervals? | | | | |
| <ul style="list-style-type: none"> • Specify monitoring of special characteristics? | | | | |
| <ul style="list-style-type: none"> • List requirements for inspection, testing, gauging and recording results? | | | | |
| <ul style="list-style-type: none"> • Provide sample size and frequency? | | | | |
| <ul style="list-style-type: none"> • Has established approval and rejection criteria? | | | | |
| <ul style="list-style-type: none"> • List required tools and gages (verifiable at required frequencies)? | | | | |
| <ul style="list-style-type: none"> • Document the identification and handling of non-conforming material? | | | | |
| <ul style="list-style-type: none"> • Specifies appropriate notifications of corrective actions? | | | | |
| <ul style="list-style-type: none"> • Identifies the latest relevant engineering and manufacturing change affecting the instruction. | | | | |
| <ul style="list-style-type: none"> • Have appropriate approvals and dates? | | | | |

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| • Have operation name and number? | | | | |
| • Are keyed to process flow chart? | | | | |
| • Have part name and number? | | | | |
| • Have revision date for instructions? | | | | |
| • Have visual controls? | | | | |
| 15.) Do employees perform operations/inspections according to documented instructions? | | | | |
| 16.) Are process control requirements being met? | | | | |
| 17.) Is there an effective planned preventative maintenance system which includes: | | | | |
| • A maintenance schedule established with specific responsibilities? | | | | |
| • Maintenance conducted at regular intervals for all equipment? | | | | |
| • Availability of replacement parts for key manufacturing? | | | | |

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| <u>Production /Service Provision (Ref.7.5)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
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| 18.) Does the supplier have a process to identify and dispose of hazardous material? | | | | |
| 19.) Does the supplier have appropriate government certificates to applicable regulations? | | | | |
| 20.) Is the work environment clean and well organized? | | | | |
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| Print | Signature | | Date: | |
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| <u>Calibration Control (Ref.7.6)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|---|-------------------|-----------------------|-------------------------|-----------------------|
| 1.) Has inspection, measuring, and test equipment been provided that is capable of the required accuracy and precision? | | | | |
| 2.) Is the required accuracy/precision determined? | | | | |
| 3.) Where test software, hardware, or comparative references are used, is capability and stability verified prior to use (linearity and accuracy as appropriate)? | | | | |
| 4.) Is each item of inspection, measurement, and test equipment identified with a unique designator? | | | | |
| 5.) Are gauge conditions and actual readings recorded prior to recalibration? | | | | |

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| <u>Calibration Control</u> <u>(Ref.7.6)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|--|-------------------|-----------------------|---------------------------------|-----------------------|
| 6.) Are appropriate actions taken on product and process when measurement, or test equipment is out of calibration? | | | | |
| 7.) Are inspection, measurement and test equipment properly handled, preserved, and stored to maintain calibration and serviceability for use? | | | | |
| <u>Start Date:</u> _____ <u>Completion Date:</u> _____ | | | | |
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| <u>Measurement Analysis & Improvement (Ref.8)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
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| 1.) Is purchased material controlled and verified per the selected system? | | | | |
| 2.) Where specified submit test data and C of C's as required? | | | | |
| 3.) Does the supplier, inspect and test product as required by the documented procedure? | | | | |
| 4.) Does the supplier conduct final inspection and testing in accordance with documented procedures? | | | | |
| 5.) Is functional testing conducted? | | | | |
| 6.) Does the supplier maintain adequate records of all inspections and tests? | | | | |
| 7.) Is there a designated area for non-conforming and suspect product? | | | | |

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| <u>Measurement Analysis & Improvement (Ref.8)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
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| <u>Control Of Non-conformity (Ref.8.3)</u> | Compliance | Non-compliance | CAR# If required | Assessor Notes |
|--|-------------------|-----------------------|-------------------------|-----------------------|
| 1.) Are suspect and non-conformances reviewed in accordance with identified procedures? | | | | |
| 2.) Are rework products re-inspected and /or tested in accordance with the drawing. | | | | |
| 3.) Are appropriate corrective actions developed to eliminate the causes of the nonconformance? | | | | |
| 4.) Are procedures for customer complaints and reports of non-conformances in compliance and effective? | | | | |
| 5.) Are cause and effect of non-conformances investigated and documented? | | | | |
| 6.) Are non-conformance reports, quality records and audit results used to develop preventative actions? | | | | |

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| <u>Process Improvement (Ref.8.5)</u> | Compliance | Non-Compliance | CAR# If required | Assessors Notes |
|--|-------------------|-----------------------|-------------------------|------------------------|
| 1.) Is the information on actions taken; including changes to procedures and drawing's, submitted for management review? | | | | |
| 2.) Are internal quality system audits scheduled? | | | | |
| 3.) Are the audit results documented and brought to the attention of the appropriate person? | | | | |
| 4.) Are corrective actions timely, recorded and evaluated for effectiveness? | | | | |
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