



2015-11 Audit Exercise Rev. A – provided by Tony Lepore:

[11/2016]

Print Name, Sign and Date: _____

Answer the questions:

1. What functions do I perform per the organization chart?

2. What do I do?

3. How do I know documents I am using are controlled?

4. What documents I am using in my job?

5. What operation am I working on?

6. If I make an error on a document or record, what is the proper way to correct it?

7. What is the Quality Policy, Quality Objectives, Process Metrics, Vision, Values, Mission?



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8. How do I, in my department, ensure that I contribute to meeting the Quality Policy, Quality Objectives, Process Metrics, Vision, Values, Mission?

9. What is the QMS?

10. How do I report customer feedback?

11. What production tools do I use?

12. What inspection tools do I use?

13. What type of maintenance is performed?

14. What safety or work environment controls must I adhere too?



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15. How do we identify product from material to finish product?

16. How do we identify and control customer property?

17. How do I ensure I am handling product carefully?

18. What is Internal Audit about?

19. How do I identify and report nonconforming material or product?

20. What is corrective action?

21. What is continual improvement?