PM TESTING QUALITY SYSTEM AUDIT RESPONSE SHEET

	Yes	No	N/A
1. Has management defined and documented its policy, objectives, and commitment to quality?	☒	☐	☐
2. Is the Quality System reviewed ad defined intervals to assure its continued effectiveness?	☒	☐	☐
3. Is a quality manual available which defines at a minimum:	☒	☐	☐
a) Document and data control?			
b) Product identification and traceability?			
c) Inspection and testing?			
d) Control of inspection, measuring, and test equipment?			
4. Has a Management Representative been appointed who, irrespective of other responsibilities, has the defined responsibility for ensuring the requirements of PM Testing Laboratory, Inc are implemented and maintained?	☒	☐	☐
5. Is there an established and documented Quality System to ensure product conforms to specified requirements, including	☒	☐	☐
a) the preparation of documented Quality System procedures and instructions,			
b) the effective implementation of Quality System procedures and instructions, and			
c) the preparation of Quality Plans?			
6. Is there a procedure that requires each contract to be reviewed?	☒	☐	☐
7. Is there a defined contract amendment procedure that assure contract changes are distributed to the responsible organization?	☒	☐	☐
8. Is a procedure established and maintained to control all documents and data?	☒	☐	☐
9. Are obsolete documents that are retained for legal and/or knowledge preservation suitably identified?	☒	☐	☐
10. Is there a Master List that identifies the current revisions of documents?	☒	☐	☐
11. Are subcontractors selected based on their ability to meet quality requirements?	☒	☐	☐
12. Are records of acceptable subcontractors kept and maintained?	☒	☐	☐
13. Do all purchased materials and services conform to contract and/or Purchase Order requirements?	☒	☐	☐
14. Is there a procedure for verification, storage, and maintenance of supplied products?	☒	☐	☐
15. Is there a procedure that ensures individual products or batches have a unique identification from receiving through all stages of production, installation, and delivery?	☒	☐	☐
16. Are the production, installation, and processes which directly affect quality, identified and planned?	☒	☐	☐
17. Are there procedures for continuous monitoring of processes that cannot be fully verified by subsequent inspection and testing?	☒	☐	☐
18. Do records include the traceability requirements to accountable tooling or inspection equipment?	☒	☐	☐
19. Is incoming product controlled to preclude its release until it has been inspected or otherwise verified as conforming to specified requirements?	☒	☐	☐
20. Is incoming product positively identified and recorded to permit immediate recall and replacement?	☒	☐	☐
21. Is there a procedure to ensure that items are inspected, tested, and identified as required by the Quality Plan and/or Purchase Order?	☒	☐	☐
22. Is there a procedure to ensure that items are held until the required inspection and tests have been completed and/or necessary reports have been received?	☒	☐	☐

	Yes	No	N/A
23. Is there a procedure to ensure that no product is dispatched until all the requirements of the PM Testing Laboratory, Inc. PO are satisfactorily completed and associated data and documentation are available?	☒	☐	☐
24. Is 100% inspection, acceptance sampling, or statistical process control performed for in-process or final inspection of each product characteristic?	☒	☐	☐
25. Is there a procedure to identify, control, calibrate, and maintain inspection, measuring and test equipment, whether owned by the supplier or provided by PM Testing Laboratory, Inc. to demonstrate the conformance of product to specified requirements?	☒	☐	☐
26. Is calibration of all inspection measuring and test equipment used for product acceptance, traceable to the National Institute of Standards and Technology (NIST)?	☒	☐	☐
27. Does the supplier have a process for the identification of inspection and test status, which indicates conformance of product?	☒	☐	☐
28. Is there a procedure that requires the identification of inspection and test status to be maintained throughout production of the product to ensure only products which have passed the required inspections and tests are dispatched?	☒	☐	☐
29. Is a system maintained to ensure products that do not conform to specified requirements are controlled in a manner to prevent inadvertent use?	☒	☐	☐
30. Is there a requirement for nonconforming product to be identified, documented, evaluated, segregated when practical, and dispositioned; and for notification of non-conformances to be provided to PM Testing Laboratory, Inc?	☒	☐	☐
31. Is corrective or preventive action implemented to a degree appropriate to the magnitude of the problem and commensurate with the risk encountered?	☒	☐	☐
32. Is there a procedure that requires the provision of secure storage areas to prevent damage to or deterioration of product, pending use or delivery?	☒	☐	☐
33. Is the product adequately protected during all stages of manufacturing, including prevention from corrosion with oil consistent with aerospace quality parts standards?	☒	☐	☐
34. Is there a procedure for the identification, collection, indexing, access, filing, storage, maintenance, and disposition of quality records?	☒	☐	☐
35. Are quality records maintained a minimum of 7 years or as otherwise required by PM Testing Laboratory, Inc?	☒	☐	☐
36. Does the supplier conduct internal quality audits at least annually to assure compliance with customer requirements?	☒	☐	☐
37. Are results of quality audits documented and brought to the attention of the management personnel responsible for that area?	☒	☐	☐
38. Is a system maintained to determine training needs and provide for the training of personnel performing activities affecting quality?	☒	☐	☐
39. Are personnel performing specific assigned tasks, qualified based on appropriate education, training, and/or experience?	☒	☐	☐
40. Are statistical technique procedures readily available to individual personnel responsible for SPC activities?	☒	☐	☐