ChecklistGuro

# IATF 16949 Quality Management System (QMS) Compliance Audit Checklist

## Context of the Organization & Leadership Commitment

Assessment of organizational scope, identification of internal/external issues, stakeholder requirements, and top management's commitment to the QMS and quality policy.

**Organization Name**

Write something...

**Scope of the Management System**

Write something...

**Internal and External Issues Identified**

- [ ] Regulatory/Legal
- [ ] Market Competition
- [ ] Technological Changes
- [ ] Resource Availability
- [ ] Cultural/Social Factors

**Leadership Responsibility Level**

- [ ] Executive Board
- [ ] Senior Management
- [ ] Department Heads

**Context Review Date**

Enter date...

**Signed Management Commitment Policy**

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**Top Management Approval**

## Risk Management & Opportunity Planning

Review of processes for identifying, assessing, and mitigating operational risks and capitalizing on strategic opportunities within the manufacturing lifecycle.

**Risk Identification**

Write something...

**Mitigation Strategy**

Write something...

**Risk Severity Level**

- [ ] Low
- [ ] Medium
- [ ] High
- [ ] Critical

**Probability Score (1-10)**

Enter a number...

**Review Deadline**

Enter date...

**Supporting Contingency Documentation**

Upload File

**Risk Officer Approval**

# Resource Management & Competence

Evaluation of infrastructure, work environment, human resource competence, training effectiveness, and the adequacy of monitoring/measuring resources.

**Employee Name**

Write something...

**Certification Expiry Date**

Enter date...

**Skill Level**

- [ ] Beginner
- [ ] Intermediate
- [ ] Advanced
- [ ] Expert

**Required Certifications**

- [ ] Safety Training
- [ ] Technical License
- [ ] Compliance Certification

**Competency Description**

Write something...

**Supporting Documents**

Upload File

**Years of Experience**

Enter a number...

**Supervisor Approval**

## Documented Information & Operational Control

Verification of the control, update, and retrieval of quality manuals, standard operating procedures (SOPs), and manufacturing work instructions.

**Document Reference Number**

Write something...

**Effective Date**

Enter date...

**Document Status**

- [ ] Draft
- [ ] Under Review
- [ ] Released
- [ ] Obsolete

**Revision History & Summary of Changes**

Write something...

**Applicable Departments**

- [ ] Quality Assurance
- [ ] Operations
- [ ] Logistics
- [ ] Human Resources

**Controlled Document Attachment**

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**Approver Authorization**

## Product & Process Design Development

Audit of design and development planning, inputs, outputs, verification, validation, and control of changes throughout the product lifecycle.

**Project Name**

Write something...

**Design Specifications & Requirements**

Write something...

**Development Stage**

- ☐ Concept
- ☐ Prototyping
- ☐ Testing
- ☐ Final Production

**Materials Used**

- ☐ Polymer
- ☐ Metal
- ☐ Composite
- ☐ Ceramic

**Design Completion Date**

Enter date...

Technical Blueprints/CAD Files

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Lead Engineer Approval

## Supplier & Externally Provided Process Control

Review of supplier selection, evaluation, performance monitoring, and the management of outsourced manufacturing processes and components.

Supplier Name

Write something...

Criticality Level

- [ ] Critical
- [ ] Major
- [ ] Minor

Last Audit Date

Enter date...

**Next Re-evaluation Due Date**

Enter date...

**Control Methods Used**

- [ ] Incoming Inspection
- [ ] Certificate of Analysis (CoA) Verification
- [ ] On-site Audit
- [ ] Supplier Self-Assessment

**Supplier Certification/ISO Documents**

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**Risk Assessment Summary**

Write something...

**Quality Manager Approval**

# Operational Planning & Control (Production)

Assessment of manufacturing process controls, identification of special characteristics, and the implementation of control plans and work instructions.

## Production Start Date

Enter date...

## Production Line

- [ ] Line A
- [ ] Line B
- [ ] Line C

## Target Quantity

Enter a number...

## Required Raw Materials

- [ ] Steel
- [ ] Plastic
- [ ] Aluminum
- [ ] Rubber

## Operational Instructions

Write something...

## Technical Specification Sheet

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**Production Supervisor Approval**

## Measurement, Analysis, and Continuous Improvement

Monitoring of customer satisfaction, internal audit performance, non-conforming product management, and the effectiveness of corrective actions (CAPA).

**Measurement Period Start Date**

Enter date...

**Measurement Period End Date**

Enter date...

**Key Performance Indicator (KPI) Value**

Enter a number...

**Analysis Method Used**

- ☐ Root Cause Analysis
- ☐ Statistical Process Control
- ☐ Trend Analysis
- ☐ Gap Analysis

## Analysis Findings and Observations

Write something...

## Identified Areas for Improvement

- [ ] Process Efficiency
- [ ] Resource Allocation
- [ ] Quality Control
- [ ] Training & Competency

## Supporting Data/Reports

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## Reviewer Approval