



QUALITY ASSURANCE AUDIT CHECKLIST

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|----------------------|--------------|
| Auditor: | Date: |
| Manufacturer: | |
| Location: | |

| No. | Audit Questions | Ref | Y | N |
|-----|---|--------|--------------------------|--------------------------|
| 1 | Does the Organization have a documented Quality Assurance Program? | 2.1 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Does the QAM contain current contact info and legal status of Organization? | 2.2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Does company name match NOA name and are they ACTIVE in their state? | NOA | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Does the QAM clearly identify which facility manufactures which NOA products? | 2.4 | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Does the QAM define current responsibility over Quality Control of operations? | 3.1 | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Is the Quality Assurance Manual being reviewed or revised annually? | 4.1 | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Are reviews/revisions documented and are disseminated copies controlled? | 4.2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Does the facility control the labeling of NOA products? | 5.1/2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Do the current NOA labels meet NOA specs (correct city/state, correct name)? | NOA | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Does the facility control NOA product traceability back to production records? | 5.3 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Does the QAM production descriptions/flowchart represent facility operations? | 6.1/3 | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Does the facility provide production crew with product specs and tolerances? | 6.2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Does CURRENT material/product meet NOA requirements when inspected? | NOA | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | Are 3 rd -party audit reports maintained (3yrs) and addressed per QAM specs? | 7.1/2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Are complaints being documented and addressed per QAM specs? | 7.4 | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Are copies of each NOA held at facility for reference by the Auditor and staff? | 7.5 | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | Are incoming materials inspected for NOA specification conformance? | 8.1 | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Are incoming material records maintained for auditing and traceability? | 8.2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Is the movement of product through production controlled and protected? | 9.1 | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | Are nonconforming materials/products controlled/segregated per the QAM? | 10.1/3 | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | Are the correct measuring devices used to monitor materials and production? | 11.1 | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | Are calibration stickers/records/schedules being maintained for equipment? | 11.2 | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 | Are production documents (cut sheets/work orders/sign-offs) being retained? | 12.1-3 | <input type="checkbox"/> | <input type="checkbox"/> |
| 23 | Does advertising of NOA products on media conform to the NOA specs? | 12.5 | <input type="checkbox"/> | <input type="checkbox"/> |



