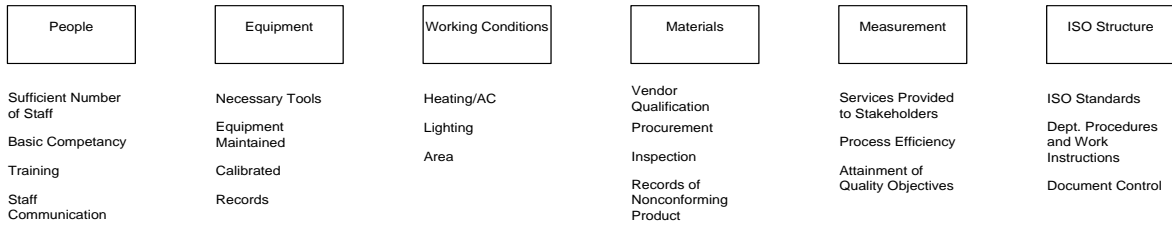




Audit Verification Checklist - Supervisor
QAM-F015

Area Audited	Date	Employee Interviewed	Auditors

Overview of Audit Verification



#	Audit Questions	Yes	Non-conf.	N/A	Comments
1	How does your job affect student achievement?				Should mention the quality policy.
Comments:					
2	Do you have a copy of the Quality Policy?				5.3
Comments:					
3	Do you have a copy of your department's organizational chart?				5.4
Comments:					



Audit Verification Checklist - Supervisor
QAM-F015

#	Audit Questions	Yes	Non-conf.	N/A	Comments
4	How do you communicate the department's objectives and action plan to staff?				6.2
Comments:					
5	Do you conduct a new employee orientation?				6.2
Comments:					
6	How do you plan on-going staff training?				6.2 Determine how competencies are assessed
Comments:					
7	How do you determine employee competency as a result of the training?				6.2.2
Comments:					
8	Do you retain records of the employees trained?				6.2
Comments:					
9	How do you track the completion of performance evaluations?				6.2
Comments:					



Audit Verification Checklist - Supervisor
QAM-F015

#	Audit Questions	Yes	Non-conf.	N/A	Comments
10	Is the work area clean, comfortable and conducive to work?				
Comments:					
11	Do you have documented procedures and work instructions?				4.1, 4.2, 7.1, 7.5 Ask to see them
Comments:					
12	How do you control your documents?				4.2 Ask to see forms and verify controls.
Comments:					
13	Do you retain records generated by work processes within your area?				4.2 Ask to see a sample.
Comments:					
14	Do you create new services or products for your customers?				7.3 If the answer to this question is yes, please complete the addendum checklist QAM-F013
Comments:					
15	Do you maintain or use equipment that requires periodic adjustment?				7.5 If N/A, skip to #19.
Comments:					



Audit Verification Checklist - Supervisor
QAM-F015

#	Audit Questions	Yes	Non-conf.	N/A	Comments
16	Are records kept which show adjustments to the equipment?				7.6
Comments:					
17	Do you use monitoring or measuring devices to test this equipment?				7.6
Comments:					
18	Are these monitoring and measuring devices: a. Calibrated? b. Labeled? c. Are the calibration results recorded? d. Are the devices safeguarded from unauthorized adjustments and damage?				7.6
Comments:					
19	Do you maintain any student or employee records and are they protected?				7.5
Comments:					



Audit Verification Checklist - Supervisor
QAM-F015

#	Audit Questions	Yes	Non-conf.	N/A	Comments
20	How do you obtain feedback from staff on improvements needed in department processes?				6.3, 6.4
Comments:					
21	Do you receive feedback from customers?				8.2
Comments:					
22	Have you changed the services you perform based on the feedback?				8.2
Comments:					
23	What data do you collect to show that your services are improving and the QAM is effective?				8.2, 8.4
Comments:					
24	Do you analyze best practices of other Districts?				8.4
Comments:					



Audit Verification Checklist - Supervisor
QAM-F015

#	Audit Questions	Yes	Non-conf.	N/A	Comments
25	How do handle non-conforming products and services?				7.4, 8.3
Comments:					
26	What is your understanding of the corrective action and preventive action processes?				8.5
Comments:					
27	Have you noticed improvements in your department since the QAM was implemented?				8.5 Record these improvements on the audit recap. Quantify dollar savings when possible.
Comments:					