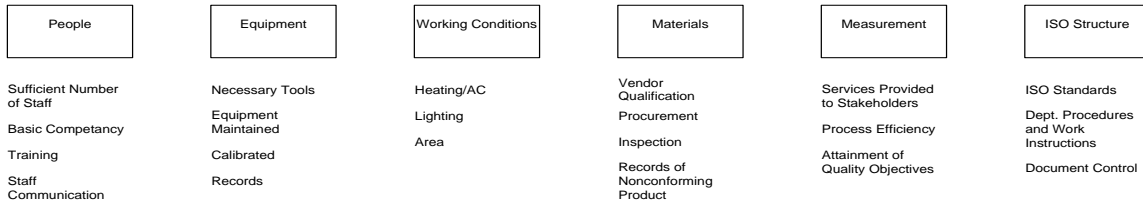




Audit Verification Checklist - Staff
QAM-F016

Area Audited	Date	Employee Interviewed	Auditors

Overview of Audit Verification



#	Audit Questions	Yes	No	N/A	Comments
1	What is your job?				6.2
Comments:					
2	Do you have a copy of your job description?				4.1, 4.2
Comments:					
3	Do you have a copy of your department's organizational chart?				5.4
Comments:					
4	Do you know what the Quality Policy is and do you have a copy?				5.3
Comments:					



Audit Verification Checklist - Staff
QAM-F016

#	Audit Questions	Yes	No	N/A	Comments
5	What are your department's goals and objectives?				5.4
Comments:					
6	Do you know the steps your department intends to take to accomplish the objectives of the District and your Department?				5.4, 5.5A: Action Plan?
Comments:					
7	Do you receive any job training?				6.2
Comments:					
8	Do you receive annual performance reviews?				6.2
Comments:					
9	Do you have procedures or work instructions that explain how your job is to be performed?				7.5 A: Ask to see them.
Comments:					



Audit Verification Checklist - Staff
QAM-F016

#	Audit Questions	Yes	No	N/A	Comments
10	Do you generate any records of the work you complete?				4.2.4 Auditor: Determine where the records are stored. Verify that they are legible and stored in a manner that will preserve them
Comments:					
11	Do you maintain any student or employee records?				7.5
Comments:					
12	Do you maintain or use any equipment to perform your job that requires periodic adjustment?				7.6 If the answer is no, skip to #16
Comments:					
13	Do you use gauges or other tools to test the equipment?				7.6
Comments:					
14	Do you perform equipment adjustments?				7.6
Comments:					
15	Are equipment adjustments recorded?				7.6
Comments:					



Audit Verification Checklist - Staff
QAM-F016

#	Audit Questions	Yes	No	N/A	Comments
16	Does your Supervisor ever discuss customer feedback with you?				5.2
Comments:					
17	Do you know how to request a Corrective or Preventive Action?				8.5
Comments:					
18	Are there any tasks that you are unable to complete due to lack of training, time, or tools?				5.1
Comments:					
19	Do the duties you perform rely on a prior process performed by someone else?				7.3 Auditor: Note linkages to include in the process diagram
Comments:					
20	Have you noticed improvements in your department since the QAM was implemented?				8.5 Auditor: Note improvements and record them on the audit recap.
Comments:					