

# ISO 9001 – STORE AUDIT CHECKLIST

FORMAT NO.:

Date & Time	Auditors list	Auditee(s) list	
#	Checklist Points	Observations	Status
01	What is the process sequence and interactions for the incoming material, receiving material process		
02	Is there Material comes first at the main gate of the company? Main gate is the first point where receiving material from out side? What method / procedure are used for the primary checking by main gate peoples? How there are checking, inspecting material on primary level?		
03	When the Material received by main gate peoples, how they are deal with documents? All the incoming material entry, material document checking is conducting?		
04	Where the qualities checking of the incoming material are conducting? What is the method and parameters are used for the quality checking of incoming material?		
05	Is the communication method is developed? What is the method for the communicated to store for the incoming material? Is there all the concern / enough information are passed to store by main gate peoples?		
06	What is the action are takes by store department when information is got from main gate concerning incoming material?		
07	What method / procedures / work instruction are used for the unloading material, is there hazardous material unloading instructions, procedures are defined? Is there peoples are following that instruction?		
08	Is the material stock is updated? All the information is filling day to day?		
09	What safety instructions / safety precautions are defined for storage material? Is there safety equipment is deployed at required?		
10	Is there any physical verification of the storage material is conducting.		
Auditors Signature:		Auditee Signature:	