



QUALITY ASSURANCE AUDIT CHECKLIST

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"/>
19	Is the movement of product through production controlled and protected?	9.1	<input type="checkbox"/>	<input type="checkbox"/>
20	Are nonconforming materials/products controlled/segregated per the QAM?	10.1/3	<input type="checkbox"/>	<input type="checkbox"/>
21	Are the correct measuring devices used to monitor materials and production?	11.1	<input type="checkbox"/>	<input type="checkbox"/>
22	Are calibration stickers/records/schedules being maintained for equipment?	11.2	<input type="checkbox"/>	<input type="checkbox"/>
23	Are production documents (cut sheets/work orders/sign-offs) being retained?	12.1-3	<input type="checkbox"/>	<input type="checkbox"/>
24	Does advertising of NOA products on media conform to the NOA specs?	12.5	<input type="checkbox"/>	<input type="checkbox"/>



