Maggie is the owner of Quality Auditing Services. She bought an Ipad recently so that she could have easier access to her email since the android phone she was using had a very small screen.

As an ISO 9000 auditor, Maggie goes to many facilities to perform audits. The audit will ensure they are in compliance with the ISO standards.

She audits many types of facilities, usually with someone who works there, using a paper version of her audit report so she can take notes.
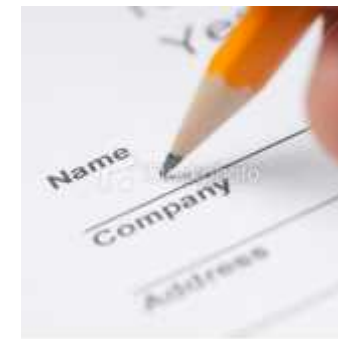
After she tours the facility, she then returns to her hotel room where she writes up the report using her notes. However, there are times when it can be a few days to a few weeks before she has time to complete the audit report.

Tablet Audit App

This app is used by auditors to take notes for the final audit report. User can physically take the app with them via Ipad while they are on-site. App is contained on one page and fields display as user opens the accordion sections.

User Action: User opens accordion section of Auditor Information and fills in fields. User taps Save button.
Behavior: As user enters fields, Save button enables. As user taps Save button, Process section opens. Checkmarks displays in top right corner of Auditor Information section.

Upload client list and auditor names. Allow users to select them as needed. If client is selected, display logo if uploaded.

Values for Audit Scope: Process, Department, Function Audited

Values for Shifts Audited: First, Second, Third

Optional way to allow user to select information. Test this.

Client Name:

NAS

Select a client name.

Honda
Honeywell
NASA
NAS

QAS QUALITY AUDITING SERVICES

QMS Internal Audit Worksheet

▼ **Auditor Information**

Client Name: NAS   NAS

Auditor: M Jones

Audit Date: Month   Day   Year

Audit Scope   Process   Addl Information

Shifts Audited   First

Cancel   Save

► **Process**

► **Linkages to ISO 9001:2008 Clauses**

Previous   Next

Q W E R T Y U I O P
A S D F G H J K L return
Z X C V B N M ! ?
.?123   space   .?123

Use the following input types on form fields.:
Standard keyboard <input type="text"/>
URL parameters <input type="url"/>
Emailspecific keyboard <input type="email"/>
Numeric keyboard <input type="text" pattern="[09]*"/> 10

Email address, home address or username autocorrected - Turn off the autocorrect and autocapitalization functions on these fields. To do this, you can use <input type="text" autocapitalize="off" autocorrect="off" /> on relevant fields.

Process

All fields are text fields since information varies by client. Character length? When user enters Process Inputs, have that information also populated in Process Outputs. User may have to delete some of it.

User Action: User fills in fields for Process section.
Behavior: As users enters information, Save button enables. As user taps Save button, Linkages section opens. Checkmarks displays in top right corner of Process section.

QMS Internal Audit Worksheet

► Auditor Information ✔

▼ Process

Process Name

Process Owner

Personnel Interviewed and Title

Brief Description of Process and Activities Performed

Process Inputs

Process Outputs

Process Performance: Indicators, Objectives

Actual Performance

SUPPORT PROCESSES (as applicable) for this process:
Procedures, WI & Rev. Level, Competence, Awareness, Training Control of Measuring & Test Equipment, Monitoring Measuring of Product, Control of Nonconforming Product, Purchasing, Records. OFI/Findings: List process requirement, state non-conformance, and provide objective evidence of finding (i.e. process step, procedure number, control plan number, form, work instruction, etc.) Circle non-conformity as OFI or Finding.

Notes

Cancel   Save

► Linkages to ISO 9001:2008 Clauses

Linkages

All fields are text fields since information varies by client.
Character length? When user enters Process Inputs, have
that information also populated in Process Outputs. User may
have to delete some of it.

User Action: User fills in fields on Process section and taps
Save button.
Behavior: As user enters fields, Save button enables.
Checkmarks displays in top right corner of Linkages section.

User Action: User taps Add fields.
Behavior: Two fields display.

QMS Internal Audit Worksheet

▶ Auditor Information ✔

▶ Process ✔

▼ **Linkages to ISO 9001:2008 Clauses**

Linkage	Objective Evidence/Trail Notes
(4.2.3) How is the process controlled and understood	✚ Add fields
How is output (records 4.2.4) of the process (4.1.e) measured (7.2.1 & 8.2.1)?	✚ Add fields
How is output (records 4.2.4) of the process (4.1.e) measured(7.2.1 & 8.2.1)	✚ Add fields
Do individuals understand the company's Quality Policy (5.3)?	✚ Add fields
5.41 Are objectives for the process understood?	✚ Add fields
Who has responsibility/authority for the process (5.5.1)?	✚ Add fields
(4.1.f & 8.5.1)?Are the objectives of the process accomplished, effective and is there continual improvement?	✚ Add fields

Cancel   Save

Previous   Next

1. User taps Add fields.

Who has responsibility/authority for the process (5.5.1)?

(4.1.f & 8.5.1)?Are the objectives of the process accomplished, effective and is there continual improvement?

+ Add fields

2. Fields display. User can enter as many fields as they wish.

(4.1.f & 8.5.1)?Are the objectives of the process accomplished, effective and is there continual improvement?

+ Add fields

Review

If fields are not filled in, they do not display.

Edit link displays so user can change information if needed.

Screen scrolls vertically.

QMS Internal Audit Worksheet

▼ Auditor Information

Edit

Client:	NAS
Auditor:	M. Jones
Audit Date:	April 25, 2013
Audit Scope:	Process MRO Purchasing
Shifts Audited:	First

▼ Process

Edit

Process Name:	Purchasing – MRO
Process Owner:	Todd Mitchel
Personnel:	Todd Mitchel Les Ball Angie Burch
Brief Description of Process and Activities Performed:	Purchasing of MRO Products
Process Inputs:	Approved Supplier List New Vendors
Process Outputs:	Purchase Order Add to Approved Supplier List Vendor Evaluations
Process Performance: Indicators, Objectives	Review critical suppliers – once per year. VP approves all PO over 25,000.00 No out of stock situations
Actual performance:	Yes – Evidence reflects current reviews with exception of service centers. NC written. 13 out of stock situations / 10,228 in stock transaction
Notes:	See Final report for additional comments.

▼ Linkages to ISO 9001:2008 Clauses

Edit

(4.2.3) How is the process controlled and understood	Good Detailed Procedures. Reviewed the following work instructions: CC -120-0.-00 Qualifying Vendors CC -120-04.00 Vendor / Product Evaluation CC 0120-55.00 Reordering Stock Items CC 0120-60-00 Replinshment CC 0120-05.00 Bid Process – reviewed during New Installations CC 0120-08.00 Purchasing System Policy CC 0120-02.00 New Stock Request CC 0120-17.00 List of Critical Suppliers
Do individuals understand the company's Quality Policy (5.3)?	Yes
5.41 Are objectives for the process understood?	Supplier Evaluations

Save & Print

Screen scrolls vertically.

At bottom of screen, user can save and print the report by tapping the button.

Do individuals understand the company's Quality Policy (5.3)?	Yes
5.41 Are objectives for the process understood?	Supplier Evaluations
7.4.3 Verification of purchased product	Inspection certs for Z Mill:
8.5.2 Corrective Action	Reviewed ACIs: 20120401 Wrong Film Used – CA

Cancel   Save & Print