

Electric Conduit Construction & Midwestern Contractors (ECMW) Internal Audit for Warehouse Management (WM)

ECMW Auditor: _____
 Site Assessment Date: _____
 QA or QC?: _____
 Process Owner: _____

Status Key:

C = Compliant

N = Non-Compliant

I = Area for Improvement

O = Opportunity for Change

N/A = Not Applicable

Question:	Document(s) Reference:	Status	Comments
Job Ordering and Fulfillment			
1.1 Has the WM held a table top meeting?	ECMW-QMS-007		
1.1.1 Discuss safety issues?	ECMW-QMS-007		
1.2 Has morning stretching been performed?	ECMW-QMS-007		
1.3 Did the WM receive paperwork for MTE? MTE = Materials, Tools & Equipment?	ECMW-QMS-007		
1.4 Did the WM match the MTE request against existing inventory?	ECMW-QMS-007		
1.5 Did the WM create a pick list for items in stock?	ECMW-QMS-007		
1.6 Did he insure those items were picked and gathered for pickup? (see audit items 2.5 & 2.6)	ECMW-QMS-007		
1.7 Did WM create list for items not in stock?	ECMW-QMS-007		
1.8 Did WM order or rent those items?	ECMW-QMS-007		
1.9 Did WM document all the MTE items for the crew including serial and model numbers?	ECMW-QMS-007		
1.10 Upon Job Closure, did WM receive and document a communication from the field?	ECMW-QMS-007		
1.10.1 Did WM restock any material? (see audit item 2.8)	ECMW-QMS-007		
1.10.2 Did WM inspect and restock all T&E?	ECMW-QMS-007		

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1.11 Did WM document red tag items and arrange for repair?	ECMW-QMS-007		
2.0 Inventory Management:			
2.1 Has the WM held a table top meeting?	ECMW-QMS-007		
2.1.1 Discuss safety issues?	ECMW-QMS-007		
2.2 Has morning stretching been performed?	ECMW-QMS-007		
2.3 Keep updated inventory list which includes major MTE and customer materials?	ECMW-QMS-007		
2.4 Keep a warehouse map which lists the inventory locations?	ECMW-QMS-007		
2.5 Create pick lists when it's time to ship MTE out?	ECMW-QMS-007		
2.6 Updated Inventory list(s) after items were picked?	ECMW-QMS-007		
2.7 Document lists of MTE sent out to each crew?	ECMW-QMS-007		
2.8 When receiving shipments, check items against packing list or shipping manifest?	ECMW-QMS-007		
2.9 Has afternoon stretching taken place?	ECMW-QMS-007		
2.10 Arrange for shipping of MTE to job site as necessary?	ECMW-QMS-007		
3.0 Tools and Equipment Maintenance:			

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3.1 Has the WM held a table top meeting?	ECMW-QMS-007		
3.1.1 Discuss safety issues?	ECMW-QMS-007		
3.2 Has morning stretching been performed?	ECMW-QMS-007		
3.3 Keep documented inventory of major T&E?	ECMW-QMS-007		
3.4 Keep warehouse maps denoting inventory locations?	ECMW-QMS-007		
3.5 Keep documented maintenance schedule for T&E?	ECMW-QMS-007		
3.5.1 Is schedule followed and do records exist?	ECMW-QMS-007		
3.6 Keep documented calibration schedule for T&E?	ECMW-QMS-007		
3.6.1 Is schedule followed and do records exist?	ECMW-QMS-007		
3.7 Receive, document and inspect all T&E from the field?	ECMW-QMS-007		
3.7.1 Update inventory records after receipt?	ECMW-QMS-007		
3.8 Red tag all T&E in need of repair and document?	ECMW-QMS-007		



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3.8.1 Repair, arrange repair or dispose of T&E	ECMW-QMS-007		