**Internal Audit Checklist for Manufacturing Company**

**Date of Audit: [Insert Date]**

**Auditor(s): [Insert Name(s)]**

**Production Processes**

☐ Are production processes documented and accessible to relevant personnel?  
☐ Are standard operating procedures (SOPs) followed consistently across all production lines?  
☐ Is there adequate training provided to employees regarding production processes and safety protocols?  
☐ Are equipment and machinery maintained regularly to ensure efficient operation?  
☐ Are there measures in place to minimize waste and optimize production efficiency?

**Quality Control**

☐ Are quality control checkpoints established at critical stages of production?  
☐ Is there a system for monitoring product quality and identifying defects?  
☐ Are non-conforming products properly segregated and dispositioned?  
☐ Are corrective and preventive actions implemented to address quality issues?  
☐ Is there a process for conducting root cause analysis for quality incidents?

**Safety Protocols**

☐ Are safety procedures clearly communicated to all employees?  
☐ Are personal protective equipment (PPE) provided and worn as required?  
☐ Are emergency response plans in place and regularly reviewed?  
☐ Is there a system for reporting and investigating workplace accidents or incidents?  
☐ Are safety audits conducted regularly to identify hazards and address concerns?

**Regulatory Compliance**

☐ Are all necessary permits and licenses up to date?  
☐ Is the company compliant with relevant health and safety regulations?  
☐ Are environmental regulations adhered to in manufacturing processes?  
☐ Are there procedures in place for ensuring compliance with industry standards and certifications?  
☐ Are records maintained to demonstrate regulatory compliance?

**General Operations**

☐ Are inventory levels monitored and replenished as needed?  
☐ Are maintenance schedules documented and followed for all equipment?  
☐ Is there effective communication between different departments within the organization?  
☐ Are there opportunities for continuous improvement identified and pursued?  
☐ Are there any additional observations or recommendations from the audit?

**Conclusion:**

The findings of this internal audit have been documented for review and action as necessary. Recommendations for improvement are provided where applicable.

This checklist is intended to serve as a guide and may be customized to suit the specific needs of your manufacturing company.

**[Insert Company Logo]**

**[Insert Company Contact Information]**

**[Insert Date]**

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