

Process Audit Interview Sheet

Process: Manufacturing

Interviewee: _____

Date: _____

Company Policy
Relevance:

	ISO Requirement / shall	Evidence / Comments	
INPUTS Documents Information	<i>Information that describes product characteristics (e.g. cutlists, routers, dwgs); Acceptance, delivery and post-delivery requirements.</i>		
COMPETENCY Experience Training, education Skills			
INSTRUCTIONS Written Verbal	<i>Work Instructions (as necessary)</i> <i>IF PROCESS CHANGES: Validate: review criteria, equipment & personnel approval, procedures, records, revalidate</i>	<i>Procedure QP0701, QP0801, QP0901, QP0903, QP1003, QP1201, Work Instruction TW1002, KW1003</i>	<input type="checkbox"/> Utilized well <input type="checkbox"/> Known <input type="checkbox"/> Unfamiliar
FUNCTIONS Steps Methods	<i>Identify products (and their status) throughout; take care of customer property; preserve all products; at approp stages in process, monitor & measure (inspect) process/product to verify conformity; ID/status throughout; ship according to requirements (don't ship 'til OK UOS by cust.; Valid (see above)</i>		
OUTPUTS Results Products Reports / Records	<i>Records for traceability (if req'd)</i> <i>Records of product conformity (w/signed authorization)</i>		
RESOURCES Equipment Support Tools	<i>Suitable equipment</i> <i>Monitoring and measuring devices</i>		
MEASURES Indicator of success. Is process effective?			

Auditor Sign-Off > _____

Final Comments / _____

Rating: