Special Process: Plating System Assessment

Facility Name: DeKalb Metal Finishing			
Address: 625 West 15th Street / PO Box 70 Auburn, IN 46706			
Phone Number:	260-925-1820	**Type(s) of Plating Processing at this Facility:**	
Fax Number:	260-925-5258	**Process Table A**	
		Zinc	Yes
Number of Plating Employees at this Facility: 31		Zinc Alloy Plating	Yes
Captive Plater (Y/N):	No	**Process Table B**	
Commercial Plater (Y/N):	Yes	Surface Conditioning of Metals for Decorative Plating	No
Date of Assessment:	1-Jan-2010	**Process Table C**	
		Surface Conditioning of ABS & PCABS Plastics for Decorative Plating	No
Date of Previous Assessment:	1-Jan-2009	**Process Table D**	
		Decorative Plating	No
		Process Table E	
		Mechanical Plating	No
		Process Table F	
		Equipment	Yes
		Process Equipment	Yes

Current Quality Certification(s):	ISO/TS 16949:2002
Date of Re-assessment (if necessary):	N/A

Personnel Contacted:			
Name:	**Title:**	**Phone:**	**Email;**
Dave Houser	Plant Manager	260-925-1820 Ext.16	dhouser@dekalbmetal.com
Paul Fry	Lab Manager	260-925-1820 Ext.15	pfry@dekalbmetal.com
Matt Morris	Quality/Systems Manager	260-925-1820 Ext.14	mmorris@dekalbmetal.com

Auditors/Assessors:			
Name:	**Company:**	**Phone:**	**Email:**
Matt Morris	DeKalb Metal Finishing	260-925-1820 Ext.14	mmorris@dekalbmetal.com

Number of "Not Satisfactory" Findings:
0

Number of "Needs Immediate Action" Findings:
0

Number of "Fail" Findings in the Job Audit(s):
0

Special Process: Plating Process Assessment (General Facility Overview)

Question Number	Question	Requirements and Guidance	Objective Evidence	Assessment			
				N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
Section 1 - Management Responsibility and Quality Planning							
1.1	Is there a dedicated and qualified plating person on-site?	To ensure readily available expertise, there shall be a dedicated and qualified plating person on the site. This individual shall be a full-time employee and the position shall be reflected in the organization chart. A job description shall exist identifying the qualifications for the position including chemical and plating knowledge. The qualifications shall include a minimum of 5 years experience in plating and surface finishing or a combination of formal chemistry/chemical engineering education and plating experience totaling a minimum of 5 years.	DeKalb Metal Finishing's Lab Manager has more than 20 years of experience in the plating/surface finishing industry. The Job Description for the position of Lab Manager reflects this requirement.		X		
1.2	Does the plater perform advanced quality planning?	The organization shall incorporate a documented advance quality planning procedure. A feasibility study shall be performed and internally approved for each part. Similar parts can be grouped into part families for this effort as defined by the organization. After the part approval process is approved by the customer, no process changes are allowed unless approved by the customer. The plater shall contact the customer when clarification of process changes is required. This clarification of process changes shall be documented.	DeKalb Metal Finishing uses the AIAG manual as a reference for conducting APQP's. In addition, we utilize Procedure 37 to further define our APQP policy. Feasibility studies are done for each part and are maintained both in hard copy and electronic format.		X		

Special Process: Plating Process Assessment (General Facility Overview)

Question Number	Question	Requirements and Guidance	Objective Evidence	Assessment			
				N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
1.3	Are plater FMEA's up to date and reflecting current processing?	The organization shall incorporate the use of a documented Failure Mode and Effects Analysis (FMEA) procedure and ensure the FMEAs are updated to reflect current part quality status. The FMEA shall be written for each part or part family or they may be process-specific and written for each process. In any case, they shall address all process steps from part receipt to part shipment and all key plating process parameters as defined by the organization. A cross-functional team shall be used in the development of the FMEA. All characteristics, as defined by the organization and its customers, shall be identified, defined, and addressed in the FMEA.	DeKalb Metal Finishing uses the AIAG manual as a reference for conducting FMEA's. In addition, we utilize Procedure 37 to further define our FMEA policy. FMEAs are process driven and have been created for each process line (i.e. line 1, line 2, etc.).		X		
1.4	Are finish process control plans up to date and reflecting current processing?	The organization shall incorporate the use of a documented Control Plan procedure and ensure the Control Plans are updated to reflect current controls. The Control Plans shall be written for each part or part family or they may be process-specific and written for each process. In any case, they shall address all process steps from part receipt to part shipment and identify all equipment used and all key plating process parameters as defined by the organization. A cross-functional team, including a production operator, shall be used in the development of Control Plans, which shall be consistent with all associated documentation such as work instructions, shop travelers, and FMEAs. All special characteristics, as defined by the organization and its customers, shall be identified, defined, and addressed in the Control Plans. Sample sizes and Frequencies for evaluation of process and product characteristics shall also be addressed consistent with the minimum requirements listed in the Process Tables.	DeKalb Metal Finishing uses the AIAG manual as a reference for conducting Control Plans. In addition, we utilize Procedure 35, to further define our Control Plan policy . Control Plans are created electronically and are directly linked to our lab controls in order to ensure that changes to the control plan are immediatly communicated to all affected parties.		X		

Special Process: Plating Process Assessment (General Facility Overview)

				Assessment			
Question Number	Question	Requirements and Guidance	Objective Evidence	N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
1.5	Are all plating related and referenced specifications current and available? For example: SAE, AIAG, ASTM, General Motors, Ford, and DaimlerChrysler.	To ensure all customer requirements are both understood and satisfied, the organization shall have all related plating and customer referenced standards and specifications available for use and a method to ensure that they are current. Such standards and specifications include, but are not limited to, those relevant documents published by SAE, AIAG, ASTM, General Motors, Ford, and DaimlerChrysler. The organization shall have a process to ensure the timely review, distribution, and implementation of all customer and industry engineering standards and specifications and changes based on customer-required schedule. This process shall be executed as soon as possible and shall not exceed two weeks. The organization shall document this process of review and implementation, and it shall address how customer and industry documents are obtained, how they are maintained within the organization, how the current status is established, and how the relevant information is cascaded to the shop floor within the two-week period. The organization shall identify who is responsible for performing these tasks.	Yes, these documents are sent to us by our customers. Additionally, we subscribe to a service that notifies us when specifications are updated. All documents are controlled electronically in our document management software.		X		

Special Process: Plating Process Assessment (General Facility Overview)

Question Number	Question	Requirements and Guidance	Objective Evidence	Assessment			
				N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
1.6	Is there a written process specification for all active processes?	The plater shall have written process specifications for all active processes and identify all steps of the process including relevant operating parameters. Examples of operating parameters include process temperatures, cycle times, load rates, rectifier settings, etc. Such parameters shall not only be defined, they shall have operating tolerances as defined by the organization in order to maintain process control. All active processes should have a written process specification. These process specifications may take the form of work instructions, job card, computer-based recipes, or other similar documents.	Job Setup Instructions are in place for each part we produce. These instructions include recommended cycle times, recommended rectifier settings, pieces per rack, racks per frame, required engineering specification, color, thickness requirements, racking requirements, packaging requirements, and other special requirements, as defined by each customer.		X		
1.7	Has a valid product capability study been performed initially and after process change?	To demonstrate each process is capable of yielding acceptable product the organization shall perform product capability studies for the initial validation of each process, after relocation of any process equipment, and after a major rebuild of any equipment. The organization shall define what constitutes a major rebuild. Initial product capability studies shall be conducted for all plating processes per line as defined in scope of work and in accordance with customer requirements. Capability study techniques shall be appropriate for the plating product characteristics, e.g. plate thickness, corrosion resistance, etc.. Any specific customer requirements shall be met. In the absence of customer requirements, the organization shall establish acceptable ranges for measures of capability. An action plan shall exist to address the steps to be followed in case capability indices fall outside customer requirements or established ranges.	Product capability studies are performed annually by testing parts and panels against the most stringest specifications we are required to meet. Tested charactoristics include corrosion resistance and coating thickness. Where applicable, adhesion, nickel content and other customer specified requirements are also tested. Additionally, capability studies are performed after a major rebuild of the line (replacing the head).		X		

Special Process: Plating Process Assessment (General Facility Overview)

				Assessment			
Question Number	Question	Requirements and Guidance	Objective Evidence	N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
1.8	Does the plater collect and analyze data over time, and react to this data?	The analysis of products and processes over time can yield vital information for defect prevention efforts. The organization shall have a system to collect, analyze, and react to product or process data over time. Methods of analysis shall include ongoing trend or historical data analysis of special product or process parameters. The organization shall determine which parameters to include in such analysis.	DeKalb Metal Finishing uses and electronic system for gathering, storing, and analyzing most types of data. This data is analyzed on an ongoing basis to make decision on lab, production and quality management.		X		
1.9	Does management review and verify bake oven logs for parts requiring hydrogen embrittlement relief every 24 hours?	Management shall review the oven monitoring systems/logs at intervals not to exceed 24 hours or prior to parts being released for shipment. The plater shall have reaction plans for non-conformances to process requirements. This is to contain, at minimum, requirements for quarantining material and notifying customer.		X			
1.10	Are internal assessments being completed on an annual basis, at a minimum, incorporating AIAG PSA?	The organization shall conduct internal assessments on an annual basis, at a minimum, using the AIAG PSA. Concerns shall be addressed in a timely manner.			X		

Special Process: Plating Process Assessment (General Facility Overview)

				Assessment			
Question Number	Question	Requirements and Guidance	Objective Evidence	N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
1.11	Is there a system in place to authorize reprocessing and is it documented?	The quality management system shall include a documented process for reprocessing that shall include authorization from a designated individual. The reprocessing procedure shall describe product characteristics for which reprocessing is allowed as well as those characteristics for which reprocessing is not permissible. All reprocessing activity shall require a new processing control sheet issued by qualified technical personnel denoting the necessary plating modifications. Records shall clearly indicate when and how any material has been reprocessed. The Quality Manager or a designee shall authorize the release of reprocessed product.	DeKalb Metal Finishing utilizes Procedure 40 to manage the reprocessing. Referenced documents include Procedure 29 and Job Setup Instructions. Documentation is managed and stored electronically.		X		
1.12	Does the Quality Department review, address, and document customer and internal concerns?	The quality management system shall include a process for documenting, reviewing, and addressing customer concerns and any other concerns internal to the organization. A disciplined problem-solving approach shall be used.	DeKalb Metal Finishing utilizes and electronic system for recording and managing customer complaints, internal rejects, and external rejects.		X		
1.13	Is there a continual improvement plan applicable to each process defined in the scope of the assessment?	The plater shall define a process for continual improvement for each plating process identified in the scope of the PSA. The process shall be designed to bring about continual improvement in quality and productivity. Identified actions shall be prioritized and shall include timing (estimated completion dates). The organization shall show evidence of program effectiveness.	DeKalb Metal Finishing has a three tier (Red, Yellow, Green) process management system for controlling the plating process and measuring process improvement. This systems is monitored as part of management review for effectiveness verification.		X		
1.14	Does the Quality Manager or designee authorize the disposition of material from quarantine status?	The Quality Manager or designee is responsible for authorizing and documenting appropriate personnel to disposition quarantine material.	The plant manager, in conjunction with the quality manager will determine the disposition of quarantined material.		X		

Special Process: Plating Process Assessment (General Facility Overview)

				Assessment			
Question Number	Question	Requirements and Guidance	Objective Evidence	N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
1.15	Are there procedures or work instructions available to plating personnel that define the plating process?	There shall be procedures and work instructions available to plating personnel covering the plating process. These procedures or work instructions shall include methods of addressing potential emergencies (such as power failure), equipment start-up, equipment shut-down, product segregation (See 2.8), product inspection, and general operating procedures. These procedures or work instructions shall be accessible to shop floor personnel.	Procedures, work instructions and other documentation are made available to all personnel through our electronic Document Management software. Specific documents include Procedure 08 (Contingency Plans), Procedure 19 (Inspection and Testing), DMFWI112 (Plant Startup/Shutdown), DMFWI071 (Line 1 Startup), DMFWI072 (Line 1 Shutdown), DMFWI073 (Line 2 Startup), DMFWI074 (Line 2 Shutdown), DMFWI075 (Line 3 Startup), DMFWI076 (Line 3 Shutdown), DMFWI077 (Line 4 Startup), DMFWI078 (Line 4 Shutdown)		X		
1.16	Is management providing employee training for plating?	The organization shall provide employee training for all plating operations. All employees, including backup and temporary employees, shall be trained. Documented evidence shall be maintained showing the employees trained and the evidence shall include an assessment of the effectiveness of the training. Management shall define the qualification requirements for each function, and ongoing or follow-up training shall also be addressed.	DeKalb Metal Finishing educates employees on plating operations utilizing Program 1000 and Program 2000. Documented evidence is maintained electronically in our training software.		X		
1.17	Is there a responsibility matrix to ensure that all key management and supervisory functions are performed by qualified personnel?	The organization shall maintain a responsibility matrix identifying all key management and supervisory functions and the qualified personnel who may perform such functions. It shall identify both primary and secondary (backup) personnel for the key functions (as defined by the organization). This matrix shall be readily available to management at all times.	DeKalb Metal Finishing utilizes a Responsibility Matrix (DMF301) to ensure that all key management and supervisory functions are performed by qualified personnel.		X		

Special Process: Plating Process Assessment (General Facility Overview)

				Assessment			
Question Number	Question	Requirements and Guidance	Objective Evidence	N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
1.18	Is there a preventive maintenance program? Is maintenance data being utilized to form a predictive maintenance program?	The organization shall have a documented preventive maintenance program for key process equipment (as identified by the organization). The program shall be a closed-loop process that tracks maintenance efforts from request to completion to assessment of effectiveness. Equipment operators shall have the opportunity to report problems, and problems shall also be handled in a closed-loop manner. Company data, e.g., downtime, quality rejects, first time-through capability, recurring maintenance work orders, and operator-reported problems, shall be used to improve the preventive maintenance program. Maintenance data shall be collected and analyzed as part of a predictive maintenance program.	DeKalb Metal Finishing utilizes a spreedsheet based maintenance log to manage its preventive / predictive maintenance program (DMF261).		X		
1.19	Has the plater developed a critical spare part list and are the parts available to minimize production disruptions?	The plater shall develop and maintain a critical spare parts list and shall ensure the availability of such parts to minimize production disruptions.	The critical spare parts list is included this in the maintenance log (DMF261).		X		

Special Process: Plating Process Assessment (General Facility Overview)

Question Number	Question	Requirements and Guidance	Objective Evidence	Assessment			
				N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
Section 2 - Floor and Material Handling Responsibility							
2.1	Does the facility ensure that the data entered in the receiving system matches the information on the customer's shipping documents?	Documented processes and evidence of compliance shall exist, e.g., shop travelers, work orders, etc. The facility shall have a detailed process in place to resolve receiving discrepancies.	DeKalb Metal Finishings receiving document (DMF135 and DMF250) are checked against customers incoming paperwork.		X		
2.2	Is product clearly identified and staged throughout the plating process?	Procedures for part and container identification help to avoid incorrect processing or mixing of lots. Appropriate location and staging within the facility also help to ensure that orders are not shipped until all required operations are performed. Customer product shall be clearly identified and staged throughout the plating process. Non-plated, in-process, and finished product shall be properly segregated and identified. All material shall be staged in a dedicated and clearly defined area.	Customer product is typically identified by the customer on the packaging. Additionally, DeKalb Metal Finishing labels the product during the receiving process. Once the plating process is completed, plated parts are moved to the warehouse where they are placed with "finished goods".		X		
2.3	Is lot traceability and integrity maintained throughout all processes?	Out-going lot(s) shall be traceable to the incoming lot(s). The discipline of precisely identifying lots and linking all pertinent information to them enhances the ability to do root cause analysis and continual improvement.	DeKalb Metal Finishing utilizes DMF135, DMF250 and Trace Tags to maintain lot integrity throughout all processes.		X		
2.4	Are procedures adequate to prevent movement of non-conforming product into the production system?	The control of suspect or non-conforming product is necessary to prevent inadvertent shipment or contamination of other lots. Procedures shall be adequate to prevent movement of non-conforming product into the production system. Procedures shall exist addressing proper disposition, product identification and tracking of material flow in and out of hold area. Non-conforming hold area shall be clearly designated to maintain segregation of such material.	DeKalb Metal Finishing utilizes Procedure 29 to manage the integrity of the non-conforming / hold area to unsure segregation of such material.		X		
2.5	Is there a system to identify trap points in the entire plating process to reduce risk of mixed parts (inappropriate, unfinished, or improperly plated parts)?	The plater shall have documented procedures to identify and monitor trap points for each process/equipment. Monitoring of potential trap points shall occur for every part changeover.	DeKalb Metal Finishing has identified trap points and posted these findings on signage located throughout the plant.		X		

Special Process: Plating Process Assessment (General Facility Overview)

				Assessment			
Question Number	Question	Requirements and Guidance	Objective Evidence	N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
2.6	Are containers free of inappropriate material?	Containers handling customer product shall be free of inappropriate material. After emptying and before re-using containers, containers shall be inspected to ensure that all parts and inappropriate material have been removed. The source of inappropriate material shall be identified and addressed. This is to ensure that no nonconforming plating parts or inappropriate material contaminate the finished lot.	DeKalb Metal Finishing uses customer supplied containers.		X		
2.7	Is part loading specified, documented and controlled?	Loading parameters shall be specified, documented and controlled. Examples include parts per rack and load size.	DeKalb Metal Finishing utilizes Job Setup Instructions (DMF147) to specify loading parameters. These documents are controlled electronially.		X		
2.8	Are operators trained in material handling, containment action and product segregation in the event of an equipment emergency including power failure?	Unplanned or emergency downtime greatly raises the risk of improper processing. Operators shall be trained in material handling, containment action, and product segregation in the event of an equipment emergency including power failure. Training shall be documented. Work instructions specifically addressing potential types of equipment emergencies and failures shall be accessible to and understood by equipment operators. These instructions shall address containment/reaction plans related to all elements of the process. Evidence shall exist showing disposition and traceability of affected product.	DeKalb Metal Finisng trains operators on material handling, containment, and product segrigation. This training is verified through the use of our procedure quiz (DMF268).		X		
2.9	Is the handling, storage and packaging adequate to preserve product quality?	The plater's loading/unloading systems, in process handling and shipping process shall be assessed for risk of part damage or other quality concerns.	DeKalb Metal Finishing utilizes Procedure 18 to ensure preservation of product.		X		
2.10	Are plant cleanliness, housekeeping and environmental and working conditions conducive to control and improved quality?	Plant cleanliness, housekeeping, environmental, and working conditions shall be conducive to controlling and improving quality. The plater should evaluate such conditions and their effect on quality. A housekeeping policy shall be clearly defined and executed. The facility shall be reviewed for the following items: loose parts on floor; spillage around tanks; overall plant lighting; fumes etc.	DeKalb Metal Finishing utilizes Procedure 09, DMF194, and DMF253 to manage facility cleanliness. Procedure 09 and DMF194 manage general plant cleanliness while DMF253 relates to building maintenance.		X		

Special Process: Plating Process Assessment (General Facility Overview)

				Assessment			
Question Number	Question	Requirements and Guidance	Objective Evidence	N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
2.11	Are process control parameters monitored per frequencies specified in Process Tables?	Process control parameters shall be monitored per frequencies specified in Process Tables. Computer monitoring equipment with alarms and alarm logs satisfy the verification requirement. A designated floor person shall verify the process parameters, e.g., by initialing a strip chart or data log.	Process parameters are created, monitored, and logged electronically and are directly linked to the control plans. This ensures that changes made to the control plan are communicated to all affected parties immediately.		X		
2.12	Are out of control/specification parameters reviewed and reacted to?	Are there documented reaction plans to both out of control and out of tolerance process parameters? Is there documented evidence that reaction plans are followed?	Cotrol points are identified and reviewed electronically. When a control point falls outside the specified range, affected parties are electronically notified and action is taken to ensure the control point is restored to appropriate levels.		X		
2.13	Are In-Process / Final Test Frequencies performed as specified in Process Tables?	In-Process / Final Test Frequencies shall be performed as specified in Process Tables. Refer to Process Tables.	In-process and/or final testing is done in accordance with the process tables. The resulting data is stored electronically.		X		
2.14	Is product test equipment verified?	Test equipment shall be verified/calibrated per applicable customer specific standard or per an applicable consensus standard, e.g., ASTM, SAE, ISO, NIST, etc. Verification/calibration results shall be internally reviewed, approved and documented. Refer to Process Tables for frequency of checks.	DeKalb Metal Finishing utilizes gage calibration software to log and monitor calibrations and MSA studies. The frequency of such testing is set per gage and is derived from past calibration history, frequency of use, and specified requirements (i.e. customer, CQI-11) .		X		

Section 3 - Zinc/ Zinc Alloy Plating Equipment

				Assessment			
Question Number	Question	Requirements and Guidance	Objective Evidence	N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
3.1	Does plating line have proper process control equipment?	Refer to Process Table F for equipment requirements.			X		
3.2	Are process and testing equipment calibrations and/or verification certified, posted, and current?	A system shall be used by the plating facility to track calibration dates of equipment. This system will typically be a computerized tracking system or other notification system. Test equipment shall be verified/calibrated per applicable customer specific standard or consensus standard, e.g., ASTM, SAE, ISO, NIST, etc. Verification/calibration results shall be internally reviewed, approved and documented.	DeKalb Metal Finishing utilizes gage calibration software to log and monitor calibrations and MSA studies. The frequency of such testing is set per gage and is derived from past calibration history, frequency of use, and specified requirements (i.e. customer, CQI-11) .		X		
3.3	Are barrels, racks, and baskets maintained?	Supplier shall have preventative maintenance system that is documented and implemented.	Tooling is maintained on an on-going basis as part of our preventive maintenance system (DMF253)		X		
3.4	Are rectifiers maintained?	Supplier shall have preventative maintenance system that is documented and implemented.	Rectifiers are serviced every 6 months as part of our preventive maintenance system (DMF253)		X		
3.5	For hydrogen embrittlement relief ovens, are temperature uniformity surveys performed yearly?	Uniformity survey must show that ovens were tested both empty and with a dense load. Parts must come up to temperature within one hour of entering oven and meet temperature tolerance specified by customer.		X			
3.6	For hydrogen embrittlement relief ovens, are thermocouples checked and/or replaced quarterly?	Supplier shall have preventative maintenance system that is documented and implemented.		X			

Section 4 - Decorative (Cu, Ni, Cr) Plating Equipment

Question Number	Question	Requirements and Guidance	Objective Evidence	Assessment			
				N/A	Satisfactory	Not Satisfactory	Needs Immediate Action
4.1	Does plating line have proper process control equipment?	Refer to Process Table F for equipment requirements.		X			
4.2	Are process and testing equipment calibrations and/or verification certified, posted, and current?	A system shall be used by the plating facility to track calibration dates of equipment. This system will typically be a computerized tracking system or other notification system. Test equipment shall be verified/calibrated per applicable customer specific standard or consensus standard, e.g., ASTM, SAE, ISO, NIST, etc. Verification/calibration results shall be internally reviewed, approved and documented. Refer to Process Table F, for equipment certification time table		X			
4.3	Are racks maintained?	Supplier shall have preventative maintenance system that is documented and implemented.		X			
4.4	Are rectifiers maintained?	Supplier shall have preventative maintenance system that is documented and implemented.		X			
4.5	Are filters maintained?	Supplier shall have preventative maintenance system that is documented and implemented.		X			
4.6	Is all other applicable equipment maintained?	Supplier shall have preventative maintenance system that is documented and implemented.		X			
4.7	For all thermocouples/ thermometers are they checked and/or replaced?	Supplier shall have preventative maintenance system that is documented and implemented.		X			
4.8	Are the process and equipment alarm checks being tested?	Checks shall be documented. Each alarm shall be reviewed independently for functionality if applicable. Plater shall have a list of alarms relevant to process.		X			

Audit Criterion Requirements

Audit Data

ID code: PA000008

Title: Product Audit 8

Audit Category: JA - Product Audits

Audit type: 1st Party

Audit Purpose: Internal Surveillance - Internal Surveillance

Scope Period: -

Audited Company:

Audit Company: DEKALB METAL FINISHING

Lead Auditor: Morris, Matt - mmorris

Audit Criterion Data

ID code:	Name:	Type:
JA-11	Job Audit (Plating Lines)	QA - Quality

Evaluation Criteria:	Revision:	Evaluation Type:
JA - Job Audit	0	Qualitative

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

Audit Questions

ID code:	Name:	Weight:
CQI 5.0	Job Audit - Finished Product Review	1

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.01	Quality Documents	1

Description:
Are Contract Reviews, APQP's, FMEA's, Control Plans, etc. performed by qualified individuals?

Audit Evidence:
All documentation listed is created and maintained by Top Management.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.02	Engineering Documents	1

Description:
Does the plater have the proper customer specifications for the part?

Audit Evidence:
Engineering Spec - DBL8451.15 was listed on the Job Setup Instruction and was available in ISOSystem Document. Wolverine does not have any custoemr specific requirements.

Audit Questions

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.03	Travelers	1

Description:
Is a shop traveler created to meet customer requirements?

Audit Evidence:
DMF250 and DMF trace tag had been created, and were attached to the box.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.04	Tracability	1

Description:
Is material identification (part numbers, lot numbers, contract numbers, etc.) maintained throughout the plating process?

Audit Evidence:
DMF250 and DMF trace tag had been created, and were used for identification throughout the coating process.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.05	Receiving	1

Description:
Is there documented evidence of Receiving Inspection?

Audit Evidence:
The receiving section of DMF250 was completed and signed by Chris Davis

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.06	Part Setup	1

Description:
Are the Loading / Racking requirements identified?

Audit Evidence:
Loading / racking requirements were properly identified on the parts Job Setup Instruction. Tooling to be used is B-54 with 4 pcs per bar and 3 bars per frame.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.07	Process Monitoring	1

Description:
Is the proper procedure or process specification used? Refer to Process Tables for specific parameters. List parameters that were verified in this audit in the spaces provided below.

Audit Evidence:
Reviewed operaters hourly line checks and found no reading outside allowable limits (7 blue 3 green). Checks were performed by Dory Cotrell.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

Audit Questions

ID code:	Name:	Weight:
CQI 5.08	Part Inspection	1

Description:
What are the product inspection requirements?

Audit Evidence:
These parts are to recieve 3 point thickness and visual inspection. All required inspections were performed by Ramona Didion. Point A = 2-17um (actual 3.84) Point B and C = 7-22um (Actual 9.74 and 10.0)

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.09	Process Signoff	1

Description:
Were appropriate are process steps signed off?

Audit Evidence:
DMF250 was signed by Ramonda Didion and Dory Cotrell at each individuals appropriate stages of processing.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.10	Part Inspection	1

Description:
Were all inspection steps, as documented in the control plan, performed?

Audit Evidence:
Reviewed Job Setup Instruction and Final Audit Log. All inspections were completed as documented.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.11	Process Steps	1

Description:
Were steps/operations performed that were not documented in the control plan?

Audit Evidence:
Yes

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.12	Additional Process Steps	1

Description:
If additional steps not in the control plan were performed, were they authorized?

Audit Evidence:
There was no evidence of additional steps.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.13	Lot Certifications	1

Description:
If the order was certified, did the certification accurately reflect the process performed?

Audit Questions

Audit Evidence:
Yes, cert was accurate vs inspection data.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.14	Lot Certifications	1

Description:
Was the certification signed by an authorized individual?

Audit Evidence:
Cert signed by Toni Smith

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.15	Mixed Parts	1

Description:
Are the parts and containers free of foreign objects or contamination?

Audit Evidence:
Parts and containers (cardboard boxes) were dirty as shipped to us. We cleaned out the old brown paper and replaced with new.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.16	Packaging	1

Description:
Are packaging requirements identified?

Audit Evidence:
Reviewed Job Setup Instructions. Parts were bulk packed in layers per requirements.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.17	Prevention of Mixed Parts	1

Description:
Are parts packaged to minimize mixed parts (parts packed over height of container)?

Audit Evidence:
Reviewed Job Setup Instructions. Parts were packaged as specified by the customer and in a manner to minimize the risk of mixed parts.

Conformity Level:	Value:	% C :	AVLR:	% CLR:
P - Pass	N/A	N/A		N/A

ID code:	Name:	Weight:
CQI 5.18	Shipping Identification	1

Description:
Were the parts properly identified (for shipping)?

Audit Evidence:
A DMF trace tag was used to identifty the parts.

Audit Questions					
Conformity Level:		**Value:**	**% C :**	**AVLR:**	**% CLR:**
P - Pass		N/A	N/A		N/A
ID code:	**Name:**				**Weight:**
CQI 5.19	Shipping Labels				1
Description:					
Were the containers properly labeled (for shipping)?					
Audit Evidence:					
A DMF trace tag was used to identifty the container.					
Conformity Level:		**Value:**	**% C :**	**AVLR:**	**% CLR:**
P - Pass		N/A	N/A		N/A

Legend	
% C :	Percentage Conformity
AVLR:	Average Value of Lower Level Requirements
% CLR:	Percentage of Conformity to Lower Level Requirements
AVLR:	Average Value of High Level Requirements
% CHR:	Percentage of Conformity to High Level Requirements
N/A:	Not Applicable