

## Process audit checklist



Nr.	Expectation	Remark	NC	Major NC	Comment/Evidence	Action Plan			
						Action	Resp.	Date	Status
<b>I</b>	<b>Requested corrections follow up (claim, customer complain, last audit report,...) &amp; internal PPM</b>	0	0	0					
1	Supplier Corrective/Preventive actions Systems								
2	Defect Analyses are deep enough to find root causes (of occurrence & not detection)								
3	The action plan to correct the defect is correctly applied								
4	Action plan are followed with reasonable timing(2 days for STAP , 2 weeks for MTAP)								
5	Checking effectiveness of actions. (Result should be obvious)								
	Other								
<b>II</b>	<b>Survey Plan/SQA (ISAR) &amp; Technical documents</b>	0	0	0					
1	Up-to-date and living documents								
2	Drawings and Standards are available in latest version								

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3	Customer(Sapco) verification after modification								
4	The S/R parameters are clearly written on the surveyplan(SQA)								
5	All involved people know these parameters								
6	Plan of SPC (CPK review) specially for S/R parameters								
	Other								
<b>III</b>	<b>Control Of Incoming (Materials, parts, Components,...)</b>	0	0	0					
1	Product specification are clearly described in the purchase order for the sub contractor								
2	Traceability of incoming material								
3	Incoming storage and location and layout are suitable								
4	Method of ensuring the quality of incoming by supplier								

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5	The entrance checking is correctly done								
6	The S/R parameters of incoming are clearly written on Documents and involved people know all S/R parameters								
7	The control tools are calibrated								
8	Quality record of incoming control based on control plan								
9	Periodical process audit of subcontractors production line								
9	FIFO is respected in entrance								
	Other								
<b>IV</b>	<b>Production Line Audit</b>	0	0	0					
1	<b>Measuring and control equipments:</b> -Available in line ,according to control plan -Their calibration status								

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2	<p><b>Work instructions , control instructions :</b></p> <ul style="list-style-type: none"> <li>-Available and visual in each station</li> <li>-Are simple &amp; clear for operators</li> <li>-Self control of the worker exist &amp; is applied</li> <li>-The training of operators is defined and done</li> </ul>								
3	<p><b>Setup &amp; Maintenance:</b></p> <ul style="list-style-type: none"> <li>-Setup: production start up, line/material change , ,job setting , method of setup, initial setting ,... are defined and done.</li> <li>- Periodic Maintenance reports to shows PM effectiveness.</li> </ul>								
4	Identification & product Traceability during production								
5	Production and control are done according to survey (control) plan and relative documents								
6	The quality records are done according to control plan								
7	The S/R parameters are clearly visualized in work stations and related documents								
8	Implementation of SPC & Periodic review on CPK (improvement)								

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9	Non conform (rejected) parts are blocked in a good manner Reactivity for N.C								
11	Work environment: 5S, enough space and light (i.e. inspection zones)								
12	The reworks are defined. The areas are specified and capable. The checking after rework are defined and done								
13	<b>Internal process audit by supplier's quality dept.:</b> <i>-The frequency of I. A. is respected</i> <i>-The quality alerts are included in the audit</i>								
	Other								
<b>V</b>	<b>Final Product</b>	0	0	0					
1	Products storage locations and layout are suitable								
2	FIFO is respected								
3	Final inspection & test before dispatch & quality records & report in SCS system								
4	The S/R parameters are clearly written in final control report The inspector knows all the S/R parameters								

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5	In case of non conformity, corrective actions are done								
6	The traceability is effective from entrance to dispatching								
7	Packaging, marking and identification are defined and done								
	Sum	0	0	0					