Audit Checklist

Status: Inactive

Location: None Selected
Plant Area Being Audited: 
Process to Be Audited:

Nonconforming Material Containment:

1. Is non-conforming or suspect material properly identified and placed into a designated area away from the production workflow?
   Findings:

2. Is containment information documented when product is nonconforming (tagged, log book)?
   Findings:

3. Are out of specification conditions recorded and corrective actions documented?
   Findings:

4. Is in-plant rework completed per instructions and properly identified during the rework process?
   Findings:

5. 
   Findings:

6. 
   Findings:

Dimensional Layouts (FPIR/LPIR, Verify,CMM)

1. Verify that an approved FPIR is posted at the machine.
   Findings:

2. Have corrective actions been taken to correct dimensions out of
Findings:

3. Are specified in-process dimensional checks being adhered to correctly?

Findings:

4. 

Findings:

5. 

Findings:

6. 

Findings:

Observation Sheets

1. Are operators/inspectors properly utilizing observation sheets (at the correct frequency)?

Findings:

2. Have appropriate actions been documented to correct features that are non-compliant?

Findings:

3. 

Findings:

4. 

Findings:

5. 

Findings:

6. 

Findings:
Poke Yoke

1. Does the operator know the intended function of the poke yoke device?
   Findings:

2. Does the poke yoke device “Fail” the master defective part?
   Findings:

3. Is the device being verified and recorded at the designated frequency?
   Findings:

4. 
   Findings:

5. 
   Findings:

6. 
   Findings:

Process Compliance, PCM Activities

1. Are visual aids (required by the control plan) available?
   Findings:

2. Is the process set-up compliant to control sheets/routings?
   Findings:

3. Is there proper lot traceability/identification of all material throughout the manufacturing process?
   Findings:

4. Are operators certified for their job and following standardized work?
   Findings:

5. Is the operator aware of posted process change requests and are those requests current (not expired)?
   Findings:
6.

Findings:

Quality Alerts

1. Are employees aware of any recent PRRs/quality issues?
   Findings:

2. Are all current (not expired) quality alerts posted at the process?
   Findings:

3. Are parts being correctly inspected and certified (marked) as instructed by the quality alert?
   Findings:

4. 
   Findings:

5. 
   Findings:

6. 
   Findings:

SPC and Gages

1. Are significant process events recorded and out of control conditions being responded to?
   Findings:

2. Are all of the gages required by the control plan available at the work station?
   Findings:

3. Do all of the gages have a current calibration date?
   Findings:

4. 
Findings:

5. 

Findings:

6. 

Findings:

Preventative Maintenance

1. Are PM/TPM activities verified as complete?
   Findings:

2. Are PM activities not completed listed on a backlog report?
   Findings:

3. 
   Findings:

4. 
   Findings:

5. 
   Findings:

6. 
   Findings:

Safety

1. Is the work area orderly and without conditions that are unsafe?
   Findings:

2. Are the operators wearing the required PPE (personal protection equipment)?
   Findings:

3. Is the work area arranged and are the proper tools available to allow the operator to function in an ergonomically correct way?
4. Are the tools and equipment properly cleaned, guarded and in safe working condition?

Findings:

5. If applicable, is lockout/tagout performed correctly?

Findings:

6.

Findings:

**Customer Specific**

Customer:
Part Number:
Part Name:

1.

Findings:

2.

Findings:

3.

Findings:

4.

Findings:

5.

Findings:

6.

Findings: