

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

print?

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?

Findings:

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: