	MANUFACTURING PROCESS AUDIT CHECKLIST	Report No. :
		Date :

Mfg. Process :	Auditee :
Shift :	Auditor :

Reference Documents :

Process Flow Chart No.		Rev. Date:	
PFMEA No.		Rev. Date:	
Control Plan No.		Rev. Date:	
Stage Drawing No.		Iss. No.	
Work instruction No.		Rev. No.	

S.No.	Check points	C	NC	Remarks
1.	Is the Manufacturing sequence as per the process flow?			
2.	Are the parameters set as per control plan/Work Instruction?			
3.	Is necessary parameter values that are to be recorded updated and verified for any drift?			
4.	Do process control and monitoring records indicate that the process were controlled within the specified process parameter?			
5.	Is the frequency of process monitoring carried out as per control plan / work instruction?			
6.	Are SPC requirements met as specified in control plan / work instruction? Is the process statistically stable?			
7.	Is all MMD tooling, equipment necessary for process controls are available in good operating condition?			
8.	Are special characteristics designated by appropriate symbols through out the whole documentation and personnel are aware of it?			

Conclusions:

Mfg. Process is : ☐ Effective ☐ Needs Improvement ☐ Not effective

NCR Reference:

Remarks (If any):

Auditor signature — Auditee signature

Date: — Date:

Legend: C-conformance NC-Non Conformance

(See Overleaf for guidelines for deciding process effectiveness)

Guidelines for Deciding Process Effectiveness:

Data	Shift production	Inprocess ppm	Final ppm	Customer ppm	Process performance index (Cp/Cpk), If applicable	Remarks
Month 1						
Month 2						
Month 3						
Month 4						
Month 5						
Month 6						

A. Inprocess, final and customer ppm:

1. Check minimum three months trends of inprocess, final and customer ppm data.
2. If the three months data does not lead any conclusion on effectiveness, look for another three month previous data.
3. Check if any quality objectives / Customer ppm target is available. If YES go to 3.1 and if NO go to 3.2.

3.1. Check monthly targets for inhouse, final and customer ppm. If they are not met, look for analysis, action plan and effective tracking. If these are not satisfactory, process is ineffective and NCR must be raised.

3.2. If the trend shows a variability that is consistent and predictable, then the process is effective regardless of the current ppm level. If there is an inconsistent pattern, then the process is ineffective.

4. A border line case of above can be classified as “Needs Improvements” & NCR must be raised.

B. Cp & Cpk

1. Check if the control plan specifies the SPC monitoring. If so, check atleast 3 months records of process stability. If the process is stable, check that capability index (as per control plan) is maintained or exceeded. If these are not in place the process is ineffective and NCR must be raised.
2. If the three months data does not lead any conclusion on effectiveness, look for another three month previous data.
3. A border line case of above can be classified as “Needs Improvements” & NCR must be raised.

C. Process control Parameters

1. If process control parameters as per control plan are found to be nonconforming the process is classified as ineffective and non conformance report must be raised.

If Manufacturing process is found to be ineffective / needs improvement, evaluate the following		
1. Are customer end ppm’s predictable & acceptable to customer. (i.e judge from complaints/rejections)	YES	NO
2. If no, additional controls to be implemented in short term to ensure that customer is protected till corrective actions are effective.		

Short term action	Responsibility	Target date

Manufacturing Process Audit Observations				Report No: Date :		
Part No:		Issue No.		Machine No.		
S.NO.	Process Parameter	Specified	Actual	C	NC	Remarks
1.	Cycle time					
2.	RPM					
3	Cams					
	a)					
	b)					
	c)					
	d)					
	e)					
	f)					
	g)					
	h)					
	i)					
	j)					
	k)					
	l)					
4.	Tools					
	a)					
	b)					
	c)					
	d)					
	e)					
	f)					
	g)					
	i)					
	j)					
	k)					
	l)					

Note: Refer annexure 1 for manufacturing process audit non-conformance report

ANNEXURE – 1

MANUFACTURING PROCESS AUDIT NON-CONFORMANCE REPORT			Report No. :		
			Date :		
			NCR No. :		
Auditor		Auditee			
Mfg. Process		Dept. / Function Audited		Shift	
Audit Findings:					
Auditor Signature:		Auditee Signature:			
Cause (s):					
Correction, containment (if any) and corrective action:			Target date :		
Auditee Signature		Date:			
Follow up audit findings (Verified for implementation and effectiveness)					
Auditor Signature		Date:			
Closed: Yes ☐ No ☐ Closed on:			MR Signature:		