

**PROCESS/PRODUCT AUDIT CHECK SHEET**

<b>PROCESS/PRODUCT AUDIT CHECK SHEET</b>				
<b>Part Name/No. :</b>		<b>SHIFT :-</b>	<b>Date :</b>	
<b>Name of Auditor:-</b>		<b>Name of Auditee:-</b>	<b>Process Name:-</b>	
<b>S.No.</b>	<b>PROCESS/PRODUCT AUDIT CHECK SHEET</b>	<b>SPECIFICATIONS</b>	<b>OBSERVATIONS</b>	<b>REMARKS</b>
1	Are previous audit observations closed ?	Should be closed		
2	Is operator working as per operation standard	Should follow		
3	Verify the Process Flow Chart / Process Sequence of the Running Component	Process sequence must be as per PFD.		
4	Check the availability of Process Control Standards (Operation Standard/WI's) on machine	PCS / Control Plan / Operation Standard must be Displayed / Available on line		
5	Verify the process parameters as per Control Plan / Operation Standard on machine	All the process parameters must be within specification limit		
6	Check the records as mentioned in Control Plan / Operation Standard	Recording must be as per specified frequency and in defined format & by competent person as defined		
7	Verify that all the measuring instruments/ Gauges are calibrated & check the validity / Expiry date.	Calibration reports of the Instruments / Gauges		
8	Verify that the machine check sheet is properly filled	Check sheets must be upto date		
9	Check for Legibility / Visibility of all the Displayed documents	All the Displays must be Visible & Legible		
10	Check for the availability of Master samples / Limit Samples / FOP samples etc.	FOP & Master /Limit Samples must exist		

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11	Verify proper disposition of Non Conforming products	Rework / Scrap Notes & Countermeasure reports must be produced		
12	Check the competency of Operator / Inspector	Verify Skill / Competence Matrix		
13	Verify the Countermeasures of problems (Internal & External)	Verify the effective implementation of Countermeasures & awareness among concerned peoples		
14	Check & Verify the Machine / Tool / Jig / Fixture conditions (Maintenance of Production Equipments/ Machine/ Tool)	All the Machines / tools must have been maintained as per plan		
15	Verify the effective implementation / functioning of Poka-Yoke Mechanism	Poka-Yoke mechanism must be functioning well		
16	Check for identification & traceability	All the parts must be properly identified & traceable ( Identification Tags )		
17	Verification of Change Management.	Quality check record must be maintained for unexpected /abnormal change & ECN must be properly implemented		
18	Verify the implementation of Safety measures in the shop floor	PPEs (Goggles, Gloves , Aprons, Nose masks , Shoes ,Ear Plugs etc.) must be effectively used in shop floor		
19	Check the availability of Red/Yellow/Ok Bins at shop floor.& as per requirement bin trolley and poly bag available	should be available		
20	PFMEA Review during process audit and observation written in check sheet.	should be available/ PFMEA review plan available.		
21	Verify LUX LEVEL at production and inspection area's	Check LUX LEVEL at final inspection and production area's		
22	Verify Packaging and labling as per packing standard	Packaging and labling should be as per packing standard		
23	Verify implimentation of FIFO at all stage of process ,	Check FIFO in raw material ,WIP, and FG area		
<b>Note:- Objective Evidence to be written in front of every observation as applicable</b>				
<b>O+ Positive Observation</b>		<b>O - Minor NC(Negative Observation)</b>	<b>NC Major Non conformity</b>	<b>O.I. Opportunity for improvement</b>

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<b>Remarks for any Improvement/Suggestion :</b>				
Sign of Auditor :			Sign Of Audittee :	