

## Process/Product Audit Checklist

Cust #: _____ Customer: _____ GRP/Size/GRD/Width: _____				
PWC: _____ W/O#: _____ Date: _____ Part #(s): _____ Auditor: _____				
Gauge Range: _____ Actual Gauge: _____ Width Range: _____ Width Actual: _____				
Length Range: _____ Length Actual: _____ Other: _____ Other Actual: _____				
Other: _____ Other Actual: _____ Other: _____ Other Actual: _____				
Item	YES	NO	N/A	Comments/Action Taken (Required for NO)
Process Inspection Sheets filled out according to <u>frequency</u> and <u>sampling</u> required?				
Correct raw material type and size?				Tag(s) to use: _____ Tag(s) used: _____
Setup performed according to W/O?				
Product is acceptable according to customer-specific requirements? [Fab: Is the Part Print Present & the correct Revision? Are required measurements documented?]				[Fab: Print Rev: _____, W/O Rev: _____, Part Spec Rev: _____] (Leave blank if non-Fab audit)
Packaging is acceptable according to customer-specific requirements?				
Visual Inspection performed and product meets requirements?				
Out of spec noted, with actions taken?				
Non-conforming material put into reject warehouse and physically put into non-conforming area?				
Required gages available & functional?				
All Gages Calibrated (List in Comments)				Gages Observed (list last calibration and when due)
Housekeeping: Machine/Floor clean? Loose tags & paperwork cleaned up?				
Required PPE being worn?				
Forms are the latest revision per Quality Intranet?				List Forms (Observed Rev vs Intranet Rev)
Hardcopy Controlled Documents are listed on Quality Intranet by location?				List Documents and their Location: