

SM2 Layered Process Audit Questionnaire

Date:		Auditor:							
Shift:		Operator Initials							
Audit Questions		SL1	SL2	SP1	SB1	SB2	SB3		
1	Is JemPrint first article filled out and all measurements within stated ranges?								
2	PB Only: Is the work order signed by Plant Supervision, QA or a lead to ensure bends are not backwards?								
3	PB Only: Did the operator reset the part counter after the first good piece?								
4	PB Only: Did the operator fill out the 1 in 20 check sheet?								
5	Is the job time section of the production form filled out?								
6	Can the operator point to the packaging requirements in the work order?								
7	Is the packaging correct per the work order?								
8	Operator perform visual inspection of parts verifying no defects.								
9	<u>*Weekly Audit Question for Upper Mgmt*</u> Are you being audited daily by the Operations Supervisor or Shift Lead?								

All questions are yes/no. If you answer no to any question, please perform training on the spot.

The plant manager and shift leads should perform this audit daily for each shift.

Upper management should perform this audit + question #9 weekly.

Visiting Upper Management should also perform this audit.