

Process/Product Audit Checklist

Cust #: <u>2719</u> Customer: <u>Altec</u> GRP/Size/GRD/Width: <u>GNS.0516C840N060</u>	
PWC: <u>SRB</u> W/O#: <u>68250</u> Date: <u>12-21-17</u> Part #(s): <u>970095939</u> Auditor: <u>B. Clem</u>	
Gauge Range: <u>.0446-.0566</u> Actual Gauge: <u>.045</u> Width Range: <u>60-60.9999</u> Width Actual: <u>59.991</u> <u>OK</u>	
Length Range: <u>144-144.1250</u> Length Actual: <u>144.020</u> Other: <u>FLATN</u> Other Actual: <u>.060</u>	
Wt. <u>5437 lbs.</u> Other Actual: <u>4990 lbs.</u> Other: <u>43</u> <u>Des/Tag</u> Other Actual: <u>43 pcs/Tag</u>	
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?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>James W.</u>
Correct raw material type and size?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Tag(s) to use: <u>NB56526</u> Tag(s) used: <u>NB56526</u>
Setup performed according to W/O?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Product is acceptable according to customer-specific requirements? [Fab: Is the Part Print Present & the correct Revision? Are required measurements documented?]	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [Fab: Print Rev: _____, W/O Rev: _____, Part Spec Rev: _____] (Leave blank if non-Fab audit)
Packaging is acceptable according to customer-specific requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Visual Inspection performed and product meets requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Out of spec noted, with actions taken?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Width .009 under - OK <u>BC</u></u> <u>Width came up to tol by mid run.</u>
Non-conforming material put into reject warehouse and physically put into non-conforming area?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Required gages available & functional?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
All Gages Calibrated (List in Comments)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gages Observed (list last calibration and when due) <u>8-3 25' Tape 7-31-17 7-31-18</u> <u>m44 1" mic 6-27-17 6-27-18</u> <u>ST-5 Step Gauge 7-5-17 7-5-18</u> <u>63294 Meas. Table 4-19-17 4-19-18</u>
Housekeeping: Machine/Floor clean? Loose tags & paperwork cleaned up?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Required PPE being worn?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Forms are the latest revision per Quality Intranet?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> List Forms (Observed Rev vs Intranet Rev) <u>SMT-SRB-001 11-8-16 5</u> <u>SMT-SH-001 10-26-11 0</u> <u>SM-OP-001 4-21-15 0</u> <u>FOP081 2-16-01 1</u>
Hardcopy Controlled Documents are listed on Quality Intranet by location?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> List Documents and their Location: