

# Process/Product Audit Checklist

Cust #: 2996 Customer: Bush hog GRP/Size/GRD/Width: HRS/625/136/3.00"X26.52/6250N  
PWC: 624 W/O#: 118252 Date: 5/28/20 Part #(s): 50071333 Auditor: C. Matthe  
Gauge Range: .615-.635 Actual Gauge: .625 Width Range: 2.84-2.90 Width Actual: 2.87  
Length Range: 7.22-7.28 Length Actual: 7.25 Other: .515-.545 Other Actual: .532  
Other: N/A Other Actual: N/A Other: N/A Other Actual: N/A

| 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: <u>238483</u><br>Tag(s) used: <u>238483</u>  |
| Setup performed according to W/O?  | ✓   |    |     |   |
| Product is acceptable according to customer-specific requirements?<br>[Fab: Is the Part Print Present & the correct Revision? Are required measurements documented?] | ✓   |    |     | [Fab: Print Rev: <u>0</u> , W/O Rev: <u>0</u> , Part Spec Rev: <u>0</u> ] (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)<br>Tape Measure - <u>7M004</u> MAR '20 DUE MAR '21<br>Micrometer - <u>M002</u> JAN '20 DUE JAN '21<br>Caliper - <u>C007</u> MAR '20 DUE MAR '21 |
| Housekeeping: Machine/Floor clean?<br>Loose tags & paperwork cleaned up?   | ✓   |    |     |   |
| Required PPE being worn?   |     | ✓  |     |   |
| Forms are the latest revision per Quality Intranet?  | ✓   |    |     | List Forms (Observed Rev vs Intranet Rev)<br><u>GAD020 Rev 1 vs Rev 1</u>   |
| Hardcopy Controlled Documents are listed on Quality Intranet by location?  | ✓   |    |     | List Documents and their Location:<br><u>GAD-VA-009 - LASERS, PRESS BRAKES, SHIPPING</u><br><u>BREAKROOM</u>  |