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: