

John Foster
talked to operator about keeping his workstation clean

Process/Product Audit Checklist

Cust #: <u>10</u> Customer: <u>HEIL</u> GRP/Size/GRD/Width: <u>HKS 9E H580</u>				
PWC: <u>GL6</u> W/O#: <u>103079</u> Date: <u>9-29-19</u> Part #(s): <u>113-6684-008</u> Auditor: <u>John Foster</u>				
Gauge Range: <u>.152-.162</u> Actual Gauge: <u>.154</u> Width Range: <u>60.05-60.17</u> Width Actual: <u>60.10</u>				
Length Range: <u>156.44-156.56</u> Length Actual: <u>156.5</u> Other: <u>N/A</u> Other Actual: <u>N/A</u>				
Other: <u>N/A</u> Other Actual: <u>N/A</u> Other: <u>N/A</u> Other Actual: <u>N/A</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?	✓			
Correct raw material type and size?	✓			Tag(s) to use: <u>211366 + 211367</u> Tag(s) used: <u>✓</u>
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: <u>D</u> , W/O Rev: <u>D</u> , Part Spec Rev: <u>D</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)	✗			JAN '19 OK JAN '20 Gages Observed (list last calibration and when due) No tape at GL6 - COOY FOUND TAPE (9.9.19) MIC - 2087 Caliper - 12/18 - OCT '18 OK OCT '19
Housekeeping: Machine/Floor clean? Loose tags & paperwork cleaned up?		✓		work station disorganized misc. paperwork & parts, gloves
Required PPE being worn?	✗			
Forms are the latest revision per Quality Intranet?	✗			List: Forms (Observed Rev vs Intranet Rev) GAD020 Rev 1 vs Rev 1
Hardcopy Controlled Documents are listed on Quality Intranet by location?	✗			List: Documents and their Location: GAD 1A 009 Rev G - VISUAL MTD