

# **Manufacturing Process Audit Checklist**

*Note to internal auditor: Use the following check sheet to help you follow a logical audit trail and ensure good coverage for this manufacturing process audit.*

**Ref: IATF 16949 9.2.2.3 Manufacturing Process Audit:**

Auditor \_\_\_\_\_ Date \_\_\_\_\_

Manufacturing Process \_\_\_\_\_

- Audit people of all departments and shifts as appropriate.
- Quoting Process – (see process flow chart)
- Contract Review
- Process Design – (tooling/fixtures/gages, APQP, work centers, new work instructions)
- Multidisciplinary approach
- Design and Development – inputs and outputs
- Design and Development – review ~ monitoring ~ verification ~ validation
- Special characteristic considerations
- Specific Customer Requirements
- Materials/Purchasing Information
- Contract review & ERP activity
- Supplier monitoring – (approved vendor list, evaluations, check effectiveness)
- Production scheduling
- Quality– (Check inspection records, APQP docs. PPAP’s etc.)
- Incoming Inspection
- Check the Control Plan (when applicable)and verify effectiveness.
- Audit the effective implementation of the process risk analysis (such as PFMEA)
- Gage calibration– (Select gages used in this process and check calibration records.)
- Production– (Check Set-Up Book for effectiveness)
- Packaging Labeling, Warehousing/Storage
- Out-going Dock Audits
- Related customer issues, i.e. rejections/CAR’s
- IS – (Related computer network)
- Equipment Maintenance systems – (preventive/predictive)
- Document Control systems – (verify effectiveness)
- HR- Training Records and Competency evaluations
- Corrective Actions/Preventive Actions
- Process measures of Effectiveness and Efficiencies – (see performance metrics)

Additional Comments

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