



ACCESS FABRICATORS

Manufacturing Process Audit

Audit Date: _____ Performed by: _____ Plant audited: ☐ Plant 1 ☐ Plant 2 ☐ Plant 3
Job# **M** _____ Operator #: _____
Mach # _____ Customer Name: _____ Indicate shift audited: ☐ 1st ☐ 2nd

Score

Rating: **G = Green** - No nonconformances identified.
Y = Yellow - Overall being followed - isolated instance/minor oversight observed and corrected immediately
R = Red - Nonconformance Identified.
N/A = Not applicable to process being audited.

Rating:

G	Y	R	n/a

ITEM#	OBSERVE OPERATOR	REQUIRED ACTION/NOTES	G	Y	R	n/a
1	Is the quality control plan being followed by the operator? Audit the operator performing control plan checks (product audit).					
2	Is the quality control plan adequate to assure a quality product? (If no, what changes are required?)					
3	Does operator understand how to use the measurement and perform all required checks correctly?					
4	Are all measurement available as specified on control plan?					
5	Manufacture product adequate for features being measured?					
6	Is the operator properly identifying product and segregating good material from bad material?					

NON- CONFORMING MATERIAL PROCESS CONTROL

Assessing Area for Non-Conforming Material. ☐ Yes ☐ No

7	Defective material require to be Tag with Non-Conforming Material Tag. Non-Conforming Tags must be available. See Board Control.					
8	Does Quality Assurance is trained to evaluate Non- Conforming Material & Forms.					
9	Quality Assurance is authorize to reject Contaminated, Unfit , Hazardous, & Dangerous. (Material must be USA Material).					
10	Quality Assurance must recording significant process events with (NCR/ECR) & final Approval by Engineer for any Diviation.					

SAFETY EMPLOYEE COMPETENCE & AWARENESS

11	Is the operator familiar with the Reaction to Abnormal Conditions? Do they know it's o.k. to shut the machine down? (Reference work instruction xxxx)					
12	Is operator trained & competent to operate equipment being audited? (Verify through HR or Employee Training records)					
13	Does operator know and understand Quality Policy? Quality Policy " "					
14	Does operator know the customer and application that uses the parts or products? (If no, advise the operator.)					
15	Does the operator know what is critical to the customer and what the effects are to the customer if the critical items are not met?					
16	Does the operator know whether or not customer is satisfied and why? If customer is not satisfied, is operator aware of and involved with actions being taken?					
17	Does the operator know the company quality objectives and goals? Knows if objectives are being achieved? Knows how they impact the objectives? Note: Operators may refer to handout cards and posted graphs to answer this question.					

Notes:

Auditor: Place an "X" in the corresponding box for each item.
For each item marked "Red", record the actual nonconformance either under "Required Action/Notes" or on a separate sheet.

To Compute Score:

Number of G + Y Items X 100 = Score
Number of Applicable Items

0	0	0	0
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0.0%

items OK (G + Y):

Applicable Items:

Action Required: