

SUPPLIER MANUFACTURING PROCESS AUDIT - CHECK LIST

F/QA/34 Rev.00
Dt.02/02/2021


Date: 01/07/2023 Audit Ref: process Audit 2023-24 Auditor Name: M.K. Shailan L.N.
 Name Of the Supplier: S.K. Fasteners. Vendor Code: NA Supplier Representative Mr: M.K. Hameed SK

Supplied Item : (Scope)

Sr. No	Audit Check Points	Observation	Remarks (C-Compliance/NC For Non Compliance)	Allotted Marks	Marks Obtained	IF NC			O - IF OK
						Root Cause	Corrective Action	Target Date	Improvement Point
1	Are the PFD,SOP ,QCPC & SETUP Instruction available?	PFD & SOP is available on MIC.	C	4	4				
2	Are the working stages installed as per PFD?	Working stages are installed as per PFD.	C	4	4				
3	Is The Control plan available with adequate detail of sequence of operation , MACHINE, TOOL, GAUGE / EQUIPMENT details?	Product & process characteristics & mic tool sp gauges details available as per requirements.	C	4	4				
4	Is the CONTROL PLAN certified by Sharp-Engg For SIGNIFICANT CHARACTERS / SPECIAL PROCESS?	Control plan verified by sharp Engg.	C	4	4				
5	Are the documents like FIRST OFF, LAST OFF, PTC,PMC,PATROL INSPECTION maintained as per CONTROL PLAN?	HZIPR verified as per FIGA 103 dated on	C	4	4				
6	Does the supplier use statistical method of setup verification? (I.e. the first 5 consecutive readings within center third of control limits)	HZIPR filled with all details.	C	4	4				
7	Are Work instruction available having adequate details on MACHINE, TOOL, QUALITY CONTROL and followed?	work instruction available with adequate details & followed.	C	4	4				
8	Is SPC CONTROL followed and Cpk VALUE calculated for SIGNIFICANT CHARACTERISTICS?	SPC control followed & Cpk value calculated.	C	4	4				
9	Are the gauges /instruments used are adequate?	Height Gauge, micrometer & other gauges are used.	C	4	4				

Sr. No	Audit Check Points	Observation	Remarks (C-Compliance/NC For Non Compliance)	IF NC			Verification
				Root Cause	Corrective Action	Target Date	
10	Are the gauges and instruments Calibrated?	Gauges & instruments are calibrated.	C	4	4		
11	IS R & R STUDY done for gauges / instruments?	R & R study done for the instrument.	C	4	4		
12	Are the REJECTED and SCRAP components IDENTIFIED and ISOLATED ?	Red tag for rejection of yellow tag for rework identification	C	4	4		
13	Are verification of process done after planned & unplanned shut downs?	process validation crosschecked & shut down.	C	4	4		
14	Is the FINAL INSPECTION carried out? Are the records maintained?	final inspection done & verified.	C	4	4		
15	Is the MACHINE and WORK AREA maintained with CLEANLINESS?	Followed 5S & 2S shop floor clean & organized	C	4	3		
16	Are the operators trained with product Knowledge and to handle machine and instruments like vernier, micrometer, air gauge etc.	Semi skilled operators are observed need to be training	C	2	2		
17	Are the manufacturing process RE-VALIDATED as per schedule?	Revalidation done as per the requirement	C	4	3		
18	Are measures identified to monitor effectiveness of process (Rejection, Rework, Scrap Cpk etc plan vs achievement) and evidence available	NC report verified as per FIGA/14	C	4	3		
19	Are records of process changes maintained	ECN available for any drawing change	C	3	3		

AUDIT REMARKS/ OBSERVATIONS:- process Audit score 92.10 %

Signature of Supplier Representative: 

Signature of the Auditor: 