

PROCESS AUDIT CHECKLIST

	Requirements	Yes	No	Remarks
1	Are the customer requirements available?			
2	If not, have the product requirements been determined internally?			
3	Are the necessary technical equipment available?			
4	Is a control plan prepared?			
5	Are only approved suppliers used?			
6	Are the procedures regarding customer-supplied products, maintained?			
7	Are the employees trained to perform the required tasks?			
8	Is there a personnel plan with a replacement ruling for illness/holidays/training?			
9	Are instruments to increase employee motivation effectively implemented?			
10	Can the quality requirements be monitored effectively during production?			
11	Are the work and inspection stations appropriate to the needs?			
11a	ESD controls and discipline			
11b	Airborne particles			
11c	Humidity/ temperature			
11d	General workstation cleanliness			
11e	Water resistivity			
11f	Robbing requirements and discipline			
12	Are the relevant details in the production and inspection documents complete and maintained?			
13	Are the required corrective actions carried out on schedule and checked for effectiveness?			
14	Are the required corrective actions carried out on schedule and checked for effectiveness?			
15	Are rejects & reworks separated and identified?			
16	Is the material flow secured against mix ups			
17	Is traceability of product guaranteed?			
18	Are quality and process data recorded?			
19	Are the quality and process data statistically analysed?			
20	Is containment provided within 24 hours?			
21	Are product and process subject to continual improvement?			
22	Are customer requirements fulfilled at delivery?			
23	Are complaints quickly reacted to?			