



<div><div>AMARA RAJA</div></div>		MANUFACTURING PROCESS AUDIT - ARE&M			Ref.Doc: 24-25/ASBU/ABD3-PA2/A3-ASM Date : 8/2/2024	
Name and Location						
Auditor Name : R Kumaran		Auditee Name : G Raghuram		Division : ASBU		
Plant : ABD3		Process Name : Assembly		Audit Date : 8/2/2024		
Shift : VI/III		Time : Shift I : 09.30 - 13.00		Shift II : 14.00 - 18.00 Shift III : 21.30 - 1.00		
Process Audit Checklist Come Report						
	<div><div><div>G = Green</div><div>Y = Yellow</div><div>R = Red</div><div>Not Applicable</div></div></div>	<div><div>10</div><div>8</div><div>6</div><div>4</div><div>0</div><div>NA</div></div>	<div><div>Fully Compliance with requirements</div><div>Requirements mainly fulfilled - Minor Deviations</div><div>Requirements partially fulfilled - Significant Deviation</div><div>Requiments inadequately fulfill - Major Deviation</div><div>Requirements not fulfilled</div><div>Not applicable to process being audited.</div></div>			
Gemba Process Walk - Audit						
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
SPECIFIED PROCESS REQUIREMENTS	Are the process running with the specified parameters at mean & Specified range? (If set points at mean - green , at spec range - yellow & out of spec - Red)		stgrdnfnyhfgugyulu	---	6	
	Are the Process controlled parameters are checked as per control plan?		fgdufrhgyghui	---	4	
	Are the process have any SC/CC parameters? If yes, are they monitoring the SC/CC parameters & How much is the Cpk value? (If Cpk > 1.33 - green, Cpk - 1.33 to 0.8 for last 6 months - yellow, Cpk value suddenly dropped to < 1 - red)		dgbuhghvjyjk	---	4	
	All involved (PRD&QA team/people know these SC/CC parameters?		dgboxfghfghg	---	0	
	Challenge samples and inspected samples are available in the working area? Ensure working condition of challenge samples		g jnv gh,jkqchndqzhd	---	4	
	Is that processes have mistake proofing method and whether adequate mistake proofing is established and followed ? Ensure evidence		dx hn vbrnk mvghjkm	---	8	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
SPECIFIED PRODUCT REQUIREMENTS	Are the product parameters maintaining at mean & specified range? (If it is mean - Green, If it is Min/Max - Yellow, out of range - Red)		dghnc: ghmj vg bkvg jhmfgh	---	4	
	Are the Process controlled parameters are checked as per control plan?		dfkgn sfkdn gkjnd b	---	4	
	Are any measurement values out of spec? If yes, what was done for that batch/products? Does the disposal action taken as per the procedure?		dgfishmgjn	---	10	
	Are the rework processes clearly defined? Are there established procedures for inspecting the products after rework, and are they consistently followed?		---	---	NA	
	Do the rejected and reworked parts have proper identification and are they stored in a designated manner and location? Ensure traceability evidence		---	---	NA	
	Are they maintaining traceability registers, Ensure evidence?		---	---	NA	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
INWARD MATERIAL QUALITY	Look at raw material being used. Is there adequate identification and traceability to a lot (if required)?		---	---	NA	
	Are controls in place to ensure only approved incoming material released for production		---	---	NA	
	Does the material have any limited shelf life / expiry date? If the material has any expiry date, are expired materials used in production?		---	---	NA	
	Are the flow of materials and parts secured against mixing/wrong items? Are the FIFO is respected, ensure evidence		---	---	NA	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
PROCESS CONSUMABLES	Is material identification provided for the consumables / packing materials?		---	---	NA	
	Is the storage condition of consumables and packing materials satisfactory (free from dirt, dust, foreign materials, burrs, damage, deterioration etc.)?		---	---	NA	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
REPEAT RELEASE	Are the produced parts held until the setup approval is done? And are the process/product requirement verified after the production interruption		---	---	NA	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
CONTROL PLAN	Does operator/Inspector understand how to use the gauges and perform all required checks correctly?		---	---	NA	
	Are the quality requirements effectively monitored with the measurement and test facilities as specified in the control plan?		---	---	NA	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
EMPLOYEE COMPETENCY & AWARENES	Does production & QA operators have the knowledge on the troubleshooting and defect part identification?		---	---	NA	
	Is the operator aware of customer complaints and actions taken on them?		---	---	NA	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
EQUIPMENT & TOOL MAINTENANCE	Are process monitoring devices (including gauges, measuring instruments) calibrated? Ensure evidence		---	---	NA	
	In case of tool-controlled processes, is tool life monitored? Are there evidence to ensure that tool life is effectively tracked and managed?		---	---	NA	
	Are the machines & all relevant attributes cleaned/without damage?		---	---	NA	
	Are they completed all daily maintenance activities? Ensure physically		---	---	NA	
	Is there any major change in the machine/utilities & if yes, was that change validated? Ensure evidence		---	---	NA	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
MATERIAL YIELD & SCRAP	Productivity actual Vs. target (% of achievement: > 90% - green, > 75% - yellow & < 75% - red)		---	---	NA	
	Rejection actual Vs. target (Target Value Vs. Average Value for 3 months) - Are the rejection values within targets over the last 3 months? Green if met, Red if not met.		---	---	NA	
	Rework actual Vs. target (Target Value Vs. Average Value for 3 months) - Are the rework values within targets over the last 3 months? Green if met, Red if not met.		---	---	NA	
	Is anything being done to make improvements in areas to reduce rejections/scraps? (If yes - based on the status of the project - green / yellow & not selected - Red)		---	---	NA	
	Is the productivity / cycle time maintained as per process design targets?		---	---	NA	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
ENVIRONMENT & SAFETY	Is the work environment appropriate, clean, and safe?		---	---	NA	
	Are all available safety mechanisms in the machine in working condition? Ensure physically?		---	---	NA	
	Does the operator have complete Personal Protective Equipment (PPE), and is he aware of safety controls?		---	---	NA	
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
SHIFT HANDING OVER	Are they following shift handing over communications? Ensure evidence Are they completed all shift inspections as per control plan? Are they recording all trial related details in communication? Is the process running with the specified parameters? Are product parameters are maintain at mean & specified range? Are they completed all 5S activities before handing over? Are they communicating break down related issues?		---	---	NA	
NOTE: Auditor: Select the respective rating as per criteria in the corresponding box. For each selected item by 0 & 4 rating, record the actual non-conformance either under "Required Action/Notes" or on a separate observation sheet. (*) - This mark indicates the special risks involved in terms of product and process - Need more attention.				No. of Questions Answered	37	
Criteria for NCR's /Suggestions: Major NCR s - There is a risk to the Product quality and performance, spec deviation, safety and internal & external customer end and organisation Minor NCR s - There is no risk to the Product quality and performance, spec deviation, safety and internal & external customer end and organisation, only minor contribution / less severe. Suggestions - Any opportunity for improvement points.				Conformity	11 %	
Document Audit						
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
PRODUCTION, QUALITY & MINTENANCE DOCUMENTS	Are all necessary documents available in production? (Specifications/control plan/work instructions/ setup approvals&)		---	---	NA	
	Are all the documents the most recent version?		---	---	NA	
	Were production records (log sheets/run charts) properly filled out and completed? Evaluate records from multiple shifts.		---	---	NA	
	Is there any customer-specific requirements in the process? If yes, are they maintaining the customer-specific requirement list? Ensure evidence		---	---	NA	
	Are all measurement records complete for inspections that are required to be recorded?		---	---	NA	
	Verify inward materials have quality compliance?		---	---	NA	
	Is the control plan in line with PFMEA?		---	---	NA	
	Does the control plan have a clear reaction plan for all processes and mistake-proofing?		---	---	NA	
	Does the work instruction have a clear reaction plan for abnormal conditions?		---	---	NA	
	Verify MSA Schedule Vs. compliance for inspection instruments involved in the process		---	---	NA	
Is the operator trained & competent to operate equipment? (Skill Matrix)		---	---	NA		
Are there any repeated NCR's in this process (on particular points) in internal & External audits?		---	---	NA		
Evaluate preventive/breakdown maintenance records for the machina being observed or audited?		---	---	NA		
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
OTHER DOCUMENTS	Are the Process Running with the validated parameters? Ensure the evidence		---	---	NA	
	Are there any opened NCRs in previous process audits and verify last audit closed NCRs effectiveness (No NCRs/all NCRs closed - green/ open but action plan available - yellow/open & no action plan - Red)		---	---	NA	
	Verify last six months discrepancies/quality issues (CAPA/quality meeting - MOMs summary) (If no - green, yes & not related - yellow, Not closed/related issues - red)		---	---	NA	
NOTE: Auditor: Select the respective rating as per criteria in the corresponding box. For each selected item by 0 & 4 rating, record the actual non-conformance either under "Required Action/Notes" or on a separate observation sheet. (*) - This mark indicates the special risks involved in terms of product and process - Need more attention.				No. of Questions Answered	16	
Criteria for NCR's /Suggestions: Major NCR s - There is a risk to the Product quality and performance, spec deviation, safety and internal & external customer end and organisation Minor NCR s - There is no risk to the Product quality and performance, spec deviation, safety and internal & external customer end and organisation, only minor contribution / less severe. Suggestions - Any opportunity for improvement points.				Conformity	0 %	
Performance Audit						
CATEGORY	REQUIREMENTS		OBSERVATIONS	REMARKS	RANK	
PERFORMANCE	In the case of deviations from product and process requirements, are the causes analysed and the corrective actions checked for effectiveness? (In last 6 months) (5 & > 5 deviations/deviation strongly effect the next process/repeated/not closed - red, upto 4 deviations/impact the next process - yellow & no - green)		---	---	NA	
	Are there any customer complaints recorded and root cause related to the manufacturing process? If yes, what is the status of the complaint? (In last 6 months) (No complaints - green/ complaints but ICA & PCA taken - yellow/ Complaints still open - red)		---	---	NA	
	Are there any accidents recorded in the production process? (in last 6 months) (Major accident - red, Minor incident - yellow & No - green)		---	---	NA	
	Are there any IATF/ customer audit NCR's in the production process? (in last 6 months) (yes & opened - red, yes but closed - yellow & no - green)		---	---	NA	
	Are changes to the product or process in the course of serial production tracked and documented?		---	---	NA	
NOTE: Auditor: Select the respective rating as per criteria in the corresponding box. For each selected item by 0 & 4 rating, record the actual non-conformance either under "Required Action/Notes" or on a separate observation sheet. (*) - This mark indicates the special risks involved in terms of product and process - Need more attention.				No. of Questions Answered	5	
Criteria for NCR's /Suggestions: Major NCR s - There is a risk to the Product quality and performance, spec deviation, safety and internal & external customer end and organisation Minor NCR s - There is no risk to the Product quality and performance, spec deviation, safety and internal & external customer end and organisation, only minor contribution / less severe. Suggestions - Any opportunity for improvement points.				Conformity	0 %	

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Manufacturing Process Summary Report							
Individual Scores Obtained during Audit							
CATEGORY	Q NO.	SCORE	COMPLIANCE	CATEGORY	Q NO.	SCORE	COMPLIANCE
	1	6			7	4	
	2	4			8	4	

SPECIFIED PROCESS REQUIREMENTS	3*	4	43.33%	SPECIFIED PRODUCT REQUIREMENTS	9	10	60.00%
	4	0			10*	NA	
	5	4			11*	NA	
	6	8			12	NA	
INWARD MATERIAL QUALITY	13	NA	0%	PROCESS CONSUMABLES	17	NA	0%
	14	NA			18	NA	
	15	NA			20*	NA	
	16	NA			21*	NA	
REPEAT RELEASE	19	NA	0%	CONTROL PLAN	24*	NA	0%
EMPLOYEE COMPETENCY & AWARENES	22*	NA	0%	EQUIPMENT & TOOL MAINTENANCE	25	NA	0%
	23	NA			26	NA	
					27	NA	
					28	NA	
MATERIAL YIELD & SCRAP	29	NA	0%	ENVIRONMENT & SAFETY	34	NA	0%
	30*	NA			35	NA	
	31*	NA			36	NA	
	32	NA			0%	PRODUCTION, QUALITY & MINTANENCE DOCUMENTS	
33	NA	39	NA				
SHIFT HANDING OVER	37	NA	0%	40			NA
				41*			NA
				42	NA		
				43	NA		
				44	NA		
				45	NA		
				46	NA		
				47	NA		
				48	NA		
				49	NA		
OTHER DOCUMENTS	50	NA	0%	PERFORMANCE	54*	NA	0%
	51	NA			55	NA	
	52	NA			56	NA	
	53	NA			57	NA	
					58*	NA	

Gemba Process Walk - Audit : 11.00%

Document Audit : 0.00%

Performance Audit : 0.00%

Compliance to checklist : 7.73%

Performance Audit (0.00%)Document Audit (0.00%)

Audit Observation & Comments(if any...)				Downgrading Rules				
Comments: Good Support				Downgrading from A to B even though the level of achievement in En90%				
				A level of compliance in one of the sub-element is <70%. At least one (*)				
				At least one (*) -question is rated with 4-Points.				
				Atleast one question from the Process Audit is rated with '0' points.				
Minor NCRs (1): 1.jđgřb jkđbhvř gkvřbhřđ nřđbđ mřđ.jđb				Downgrading to C even though the level of achievement as below				
				At least one (*) -question is rated with 0-Points.				
				If any customer complaints in last 6 months related to manufacturing process				
				SCORE (%) =7.73 %		GRADE = A		
Major NCRs (0):				Conclusion Based on Audit Findings on processes & Downgrading rules				
				Fully Compliance		Total score ≥90%	A	■
				Moderate Compliance		Total score 80 - 90%	B	■
				Poor Compliance		Total score < 80%	C	■
Suggestions (0):								