

IATF 16949:2016 - Product & Process Audit Checklist



Free Metal Production Ltd.

C-45, Metal House - II, GK Ind. Area,
Opp. Local Super market, NY, USA

Date of Audit : 14/03/2011

Audit As per :
IATF 16949:2016

Shift : I

Auditor Name : Ravi Raja

Auditee : Robert J. Tekkar

Stage : Production

Department : Pro/ Unit - 3
Process Name : R.M to Sharp.

Part Name : SS 314 / Automobile Tubing
Part Number : SS/65/2

Process Flow Chart No. : FC/9
Control Plan : 126

Work Instruction No. : PRO/2/12

SR.NO	CHECK POINTS	OBSERVATION	N	NC	IM	REMARKS
1	Is the process documented with an updated Process Flow Diagram (PFD)?					
2	Is the Process FMEA (PFMEA) available, current, and linked to controls?					
3	Is the Control Plan available and implemented on the shop floor?					
4	Are work instructions/SOPs available, updated, and followed by operators?					
5	Are operators trained and competent as per job requirements?					
6	Is traceability maintained for raw material, WIP, and final product?					
7	Are customer-specific requirements (CSR) integrated into the process?					
8	Is product verification done as per APQP/PPAP requirements?					
9	Are machine settings validated against approved control plan standards?					
10	Are Measurement System Analysis (MSA) studies available and valid?					
11	Are Statistical Process Control (SPC) methods implemented and monitored?					
12	Is calibration status of gauges/instruments valid and displayed?					
13	Is preventive maintenance carried out as per the maintenance plan?					
14	Is tooling/equipment managed with identification and maintenance records?					
15	Are non-conforming products properly identified, segregated, and controlled?					
16	Are corrective and preventive actions implemented for process issues?					
17	Are reaction plans in place when process capability (Cp, Cpk) falls below targets?					
18	Is product inspection done at incoming, in-process, and final stages?					
19	Are records of inspection and testing maintained properly?					
20	Are error-proofing (poka-yoke) devices implemented and verified?					
21	Are layered process audits (LPA) conducted as per schedule?					
22	Is FIFO/FEFO followed in material handling and storage?					
23	Are packaging and labeling as per customer-specific requirements?					
24	Are employees aware of quality objectives and defect prevention methods?					
25	Are customer complaints and warranty/field failures analyzed and addressed?					
26	Is problem-solving methodology (8D, Root Cause Analysis) applied effectively?					
27	Are lessons learned shared and updated in FMEA and Control Plan?					
28	Is risk analysis updated when process changes occur?					
29	Are process changes documented, validated, and approved before implementation?					
30	Are logistics and delivery processes aligned to customer requirements (OTD)?					
31	Is capacity planning reviewed and validated against customer demand?					
32	Are special characteristics identified, monitored, and controlled properly?					
33	Are contingency plans in place for equipment failure, manpower shortage, etc.?					
34	Are management reviews conducted and actions cascaded to process owners?					
35	Is continual improvement achieved through Kaizen/Lean/6σ initiatives?					
36	Are training and skill matrix records updated for critical process operations?					
37	Are supplier parts verified for conformity before use in production?					
38	Is the final product audit conducted as per customer/standard requirements?					

Legends : C : Conformance NC : Non Conformance IM : Implement Suggestion

Sign. Of Auditor :

Sign. Of Auditee :