

ISO 9001 - 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 : 14/02/2011

Audit As per :
ISO 9001

Shift : II

Auditor Name : Jitan Rao

Auditee : Satish Kaushik

Stage : Production

Department : Pro/ Unit - 2
Process Name : R.M to Sharp.

Part Name : SS 314 / Seamless Tubes
Part Number : SS/65/1

Process Flow Chart No. : FC/8
Control Plan : 125

Work Instruction No. : PRO/2/12

SR.NO	CHECK POINTS	OBSERVATION	N	NC	IM	REMARKS
1	Is there an approved process flow chart available for the operation?					
2	Are work instructions/SOPs available at the workplace and followed?					
3	Is the latest revision of documents being used at the workstation?					
4	Are operators trained and competent to perform their tasks?					
5	Is there evidence of proper communication of quality policy and objectives?					
6	Is process control maintained as per defined parameters?					
7	Are records maintained for process parameters and inspections?					
8	Are machine settings verified against approved standards?					
9	Is calibration status of instruments and gauges valid and displayed?					
10	Is material traceability maintained from receipt to dispatch?					
11	Are incoming materials inspected and accepted as per criteria?					
12	Are rejected/non-conforming materials properly identified and segregated?					
13	Is corrective action taken for any process non-conformity?					
14	Are process monitoring and measurement carried out as planned?					
15	Is product verified at defined stages (in-process, final inspection)?					
16	Are inspection and test records properly maintained?					
17	Are control plans implemented effectively?					
18	Is packaging, labeling, and handling of products adequate?					
19	Are storage and preservation methods ensuring product quality?					
20	Is FIFO/FEFO followed in material management?					
21	Is equipment maintenance done as per preventive maintenance schedule?					
22	Are safety measures followed in the workplace?					
23	Are 5S/housekeeping practices implemented effectively?					
24	Are process changes (if any) documented and approved?					
25	Is customer property (if applicable) properly handled and identified?					
26	Are records of customer complaints and corrective actions maintained?					
27	Is top management review communicated to concerned personnel?					
28	Are continual improvement initiatives identified and implemented?					
29	Is internal audit conducted as per schedule and records maintained?					
30	Is action taken on previous audit non-conformities?					
31	Are training records of employees available and updated?					
32	Is the process capable of consistently meeting product requirements?					
33	Is risk-based thinking applied in process control and decision making?					
34	Are customer requirements reviewed and understood before execution?					
35	Is final product inspection conducted and records maintained before dispatch?					

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

Sign. Of Auditor :

Sign. Of Auditee :

