

Process Audit Checklist

Assembly Line Quality Control

Audit Date:

Auditor Name:

Assembly Line:

Shift:

No.	Audit Item	Criteria	Yes	No	Comments
1	Are work instructions clearly displayed?	Instructions visible & updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	Are operators trained for their tasks?	Valid training records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3	Are required tools available and functional?	Tools present and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4	Is material handling correct?	No mix-ups, proper storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5	Are quality checks performed as specified?	Check sheets maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6	Is there evidence of defect segregation?	Rejection bins labeled & used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
7	Are the environment and safety standards met?	Clean area, safety PPE used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
8	Is WIP under control?	Within limits, identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

General Remarks / Observations:

Corrective Actions (if any):

Auditor Signature:

