



Manufacturing Line QA Check

In-shift QA checklist: start-up readiness, in-process checks, containment, and end-of-check handover with measurements.

PLANT / LINE

PRODUCT / SKU

BATCH / LOT

WORK ORDER

SHIFT

OPERATOR / INSPECTOR

DATE / TIME

TARGET RATE / STANDARD

1. Line start-up / readiness

- ☐ Workstation cleaned to start-of-shift standard
- ☐ Correct tools, jigs, and fixtures in place
- ☐ PPE requirements met
- ☐ Materials and labels match the work order
- ☐ First-article / start-up sample approved
- ☐ Quality alerts / hold notices acknowledged

FIRST-ARTICLE APPROVAL REFERENCE

2. In-process checks

MEASUREMENTS / ATTRIBUTES

CHECK POINT

SPEC

READING

PASS/FAIL

TIME

Visual / cosmetic standard maintained

☐ Pass ☐ Fail ☐ N/A

Defects segregated, tagged, and counted

☐ Pass ☐ Fail ☐ N/A

Traceability marks applied correctly

☐ Pass ☐ Fail ☐ N/A

Process parameters within control limits

☐ Pass ☐ Fail ☐ N/A

DEFECT / PROCESS NOTES

3. Containment & end of check

Suspect product quarantined promptly

☐ Yes ☐ No ☐ N/A

Team lead / quality notified of major defects

☐ Yes ☐ No ☐ N/A

Disposition

☐ Continue ☐ Rework ☐ Scrap ☐ Hold

OUTPUT COUNT

units

SCRAP COUNT

units

REWORK COUNT

units

OPEN QUALITY ISSUES FOR NEXT SHIFT

SUPERVISOR / QA SIGN-OFF

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY