

# LAYERED PROCESS AUDIT

DATE: .....

THIS LAYERED PROCESS AUDIT CAN BE CONDUCTED USING THE FOLLOWING DEVICES:

- TABLET (ANDROID & IOS)
- SMARTPHONE (ANDROID & IOS)
- AR GLASSES (MICROSOFT HOLOLENS 2, EPSON, REALWEAR AND VUZIX GLASSES)

<b>DOCUMENT N°:</b>	
<b>CONDUCTED BY:</b>	
<b>SITE:</b>	
<b>LINE:</b>	

WORKPLACE COMPLIANCE	YES	NO
Is the workplace clean and organized?		
Is the process in compliance with relevant regulatory requirements?		
Is FIFO used?		
Are nonconforming or suspect products identified and placed in a designated area?		
Are all relevant documents up to date, properly controlled, and accessible?		

TOOLS COMPLIANCE	YES	NO
Are error proofing devices, gauges and fixtures verified?		
Are the gauges numbered and calibrated?		
Are all gauges available at the workstation?		

<b>OPERATOR TRAINING AND CERTIFICATION</b>	<b>YES</b>	<b>NO</b>
Are all personnel involved in the process adequately trained for their tasks?		
Are operators following standardized work?		

<b>PROCESS PERFORMANCE</b>	<b>YES</b>	<b>NO</b>
Does the process follow the specified standards and work instructions?		
Is the process stable, with low variation and consistent output?		
Is the process operating efficiently, minimizing waste, and optimizing resources?		
Are the defined KPIs for the process being tracked and measured?		

<b>QUALITY CONTROL PLAN</b>	<b>YES</b>	<b>NO</b>
Are control plan checks made at the proper frequency, with the correct sample size?		
Are product/process checks within specification?		
Is a reaction plan available and being followed?		

<b>CONTINUOUS IMPROVEMENT AND PREVENTIVE ACTIONS</b>	<b>YES</b>	<b>NO</b>
Are problems and opportunities for improvement identified and addressed?		
Have corrective and preventive actions been implemented for identified issues?		
Have lessons learned from previous audits or incidents been incorporated?		
Are Preventive Maintenance activities complete to schedule?		

<b>COMMUNICATION</b>	<b>YES</b>	<b>NO</b>
Are employees aware of any recent quality issues or customer complaints?		

**SIGNATURE:** .....