



25 Sep 2019 / Jay Rusling

Manufacturing Process Audit Checklist

Complete

Inspection score	Failed items	Created actions
75.00%	5	3
Auditor Jay Rusling		
Shift	Morning	
Site 304 Oglesbee Rd, Wilmington, OH, 45177		
Conducted on 📅 25th Sep, 2019 ⌚ 9:30 AM +08		

Inspection / Safety

<p>Are employees wearing the appropriate personal protective equipment (PPE) for their task and location?</p>	<p>No</p>
<p>– Photos</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="194 465 422 689"> </div> <div data-bbox="427 465 655 689"> </div> </div> <p>Photo 1 Photo 2</p> <p>– Actions</p> <hr/> <p>To Do Contact the usual supplier for 2 batches of protective he...</p>	

<p>Are safety equipment and facilities such as fire extinguishers and eye-washing stations easily accessible and in working order?</p>	<p>No</p>
<p>– Actions</p> <hr/> <p>To Do Have a dedicated fire extinguisher each for sector 3 and ...</p>	

Inspection / Motions

<p>Are operators moving in the most efficient manner? (Add note for possible improvements)</p>	<p>No</p>
<p>– Notes</p> <p>It seems that more people are needed in the manual assembly sector. I've spoken to some workers and they've consistently informed me of the struggle to keep up with the machine's output.</p>	

Inspection / Reporting Process

<p>Are employees aware of the correct reporting procedure for safety, quality, and efficiency concerns?</p>	<p>No</p>
<p>– Notes</p> <p>A refresher may be needed since not everyone is aware of the standard process.</p> <p>– Actions</p> <hr/> <p>To Do Print handouts of standard safety, quality, and efficienc...</p>	

Inspection / Documentation of Processes

Are all employees following the same standard work documentation process?

No

– Notes

This is to be reviewed after the handouts are distributed.

<p>created a Medium priority action</p> <p>To Do <input type="checkbox"/> 27th Sep, 2019 8:00 AM +08</p> <p>Print handouts of standard safety, quality, and efficienc... Print handouts of standard safety, quality, and efficiency reporting practices and distribute to shift workers at the end of the day.</p>
<p>Are employees aware of the correct reporting procedure for safety, quality, and efficiency concerns?</p> <p>Inspection / Reporting Process</p>
<p>created a High priority action</p> <p>To Do <input type="checkbox"/> 27th Sep, 2019 8:00 AM +08</p> <p>Have a dedicated fire extinguisher each for sector 3 and ... Have a dedicated fire extinguisher each for sector 3 and Have a dedicated fire extinguisher each for sector 3 and 4 by Friday.</p>
<p>Are safety equipment and facilities such as fire extinguishers and eye-washing stations easily accessible and in working order?</p> <p>Inspection / Safety</p>
<p>created a High priority action</p> <p>To Do <input type="checkbox"/> 27th Sep, 2019 8:00 AM +08</p> <p>Contact the usual supplier for 2 batches of protective he... Contact the usual supplier for 2 batches of protective headgear Contact the usual supplier for 2 batches of protective helmets and 8 safety harnesses.</p>
<p>Are employees wearing the appropriate personal protective equipment (PPE) for their task and location?</p> <p>Inspection / Safety</p>

Inspection

5 Failed 3 Actions 75.00%

Safety

2 Failed 2 Actions

Are employees wearing the appropriate personal protective equipment (PPE) for their task and location?

No

– Photos

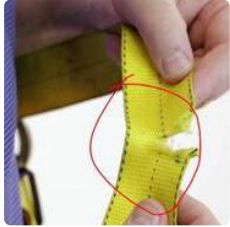


Photo 1



Photo 2

– Actions

To Do Contact the usual supplier for 2 batches of protective he...

Are machine guards in place and functioning properly?

Yes

Do workers follow standard safety procedures, using movements that reduce ergonomic risks?

Yes

Is loose clothing tucked in and long hair tied back?

Yes

Are safety equipment and facilities such as fire extinguishers and eye-washing stations easily accessible and in working order?

No

– Actions

To Do Have a dedicated fire extinguisher each for sector 3 and ...

Materials and Tools

Does each workstation have the right materials and tools in the right quantity?

Yes

Are operators utilizing the tools and materials in the correct order?

Yes

Are tools and materials in good working condition?

Yes

Motions

1 Failed

Are operators moving in the most efficient manner? (Add note for possible improvements)

No

– Notes

It seems that more people are needed in the manual assembly sector. I've spoken to some workers and they've consistently informed me of the struggle to keep up with the machine's output.

Are assembly operations uniform?	Yes
Is the process efficient enough considering the available resources?	N/A
<p>– Notes</p> <p>Will look into proper distribution of workers to see if we need to hire more manual assembly workers, or we can re-assign some instead.</p>	

Workstation

Is this the best location in the plant for achieving this station's objective?	Yes
Does the location fit into your process in terms of shipping, receiving and safety?	Yes
Does the station have the appropriate equipment and fixtures for the task?	Yes
Are error-proofing devices available and functioning correctly?	Yes

Reporting Process

1 Failed 1 Action

Are employees aware of the correct reporting procedure for safety, quality, and efficiency concerns?	No
<p>– Notes</p> <p>A refresher may be needed since not everyone is aware of the standard process.</p> <p>– Actions</p> <hr/> <p>To Do Print handouts of standard safety, quality, and efficienc...</p>	
Do operators have direct access to manufacturing engineers to give feedback on work instructions?	Yes
Are reported problems documented and corrected quickly, or is there a delay?	Yes
<p>– Notes</p> <p>Some floor managers also have iAuditor accounts for reporting and corrective actions.</p>	

Documentation of Processes

1 Failed

Are all employees following the same standard work documentation process?	No
<p>– Notes</p> <p>This is to be reviewed after the handouts are distributed.</p>	
Can operators access the most recent instructions?	Yes

Are operators reviewing standard instructions regularly and do they actually understand the process?

Yes

Sign-off

Auditor's full name and signature



Jay Rusling

25th Sep, 2019 3:15 PM +08

Photos

2 Photos

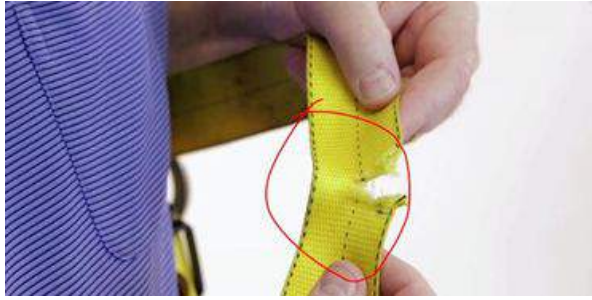


Photo 1

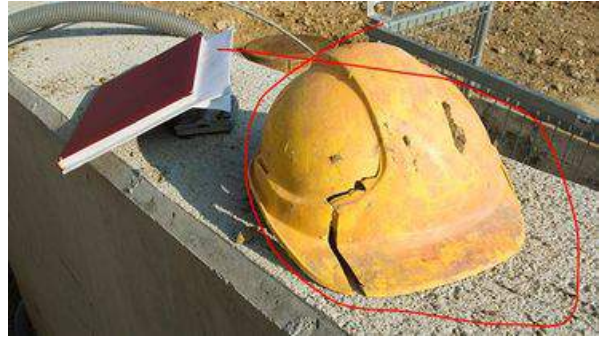


Photo 2