



Manufacturing Process Audit Checklist

17 May 2023 / Jay Rusling

Complete

Score	75%	Flagged items	5	Actions	3
Auditor	Jay Rusling				
Shift	Morning				
Site	304 Oglesbee Rd, Wilmington, OH 45177, USA (39.4821542, -83.8962045)				
Conducted on	17.05.2023 10:20 PST				

Flagged items & Actions

5 flagged, 3 actions

Flagged items

5 flagged, 3 actions

Inspection / Safety

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

No

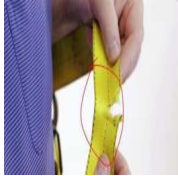


Photo 1



Photo 2

To Do | Priority High | Due 24.05.2023 10:22 PST | Created by SafetyCulture Staff

Contact the usual supplier for protective equipment.

Ask for 2 batches of protective helmets and 8 safety harnesses.

Inspection / Safety

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

No

To Do | Priority High | Due 19.05.2023 10:23 PST | Created by SafetyCulture Staff

Have a dedicated fire extinguisher for sectors 3 and 4.

Have a dedicated fire extinguisher each for sector 3 and 4 by Friday.

Inspection / Motions

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

No

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.

Inspection / Reporting Process

Are employees aware of the correct reporting procedure for safety, quality, and efficiency concerns?

No

A refresher may be needed since not everyone is aware of the standard process.

To Do | Assignee SafetyCulture Staff | Priority Medium | Due 24.05.2023 10:28 PST | Created by SafetyCulture Staff

Print handouts of standard safety, quality, and efficiency reporting practices.

Print handouts of standard safety, quality, and efficiency reporting practices and distribute to shift workers at the end of the day.

Inspection / Documentation of Processes

Are all employees following the same standard work documentation process?

No

This will be reviewed after the handouts are distributed.

Other actions

0 actions

Inspection

5 flagged, 3 actions, 75%

Safety

2 flagged, 2 actions, 60%

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

No

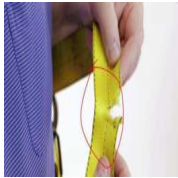


Photo 1



Photo 2

To Do | Priority High | Due 24.05.2023 10:22 PST | Created by SafetyCulture Staff

Contact the usual supplier for protective equipment.
Ask for 2 batches of protective helmets and 8 safety harnesses.

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

To Do | Priority High | Due 19.05.2023 10:23 PST | Created by SafetyCulture Staff

Have a dedicated fire extinguisher for sectors 3 and 4.
Have a dedicated fire extinguisher each for sector 3 and 4 by Friday.

Materials and Tools

100%

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 flagged, 50%

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

No

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

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.

Is the process efficient enough considering the available resources?

N/A

Workstation

100%

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 flagged, 1 action, 66.67%

Are employees aware of the correct reporting procedure for safety, quality, and efficiency concerns?

No

A refresher may be needed since not everyone is aware of the standard process.

To Do | Assignee SafetyCulture Staff | Priority Medium | Due 24.05.2023 10:28 PST | Created by SafetyCulture Staff

Print handouts of standard safety, quality, and efficiency reporting practices.

Print handouts of standard safety, quality, and efficiency reporting practices and distribute to shift workers at the end of the day.

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

Some floor managers also have SafetyCulture accounts for reporting and corrective actions.

Documentation of Processes

1 flagged, 66.67%

Are all employees following the same standard work documentation process?

No

This will be reviewed after the handouts are distributed.

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
17.05.2023 10:31 PST

Media summary

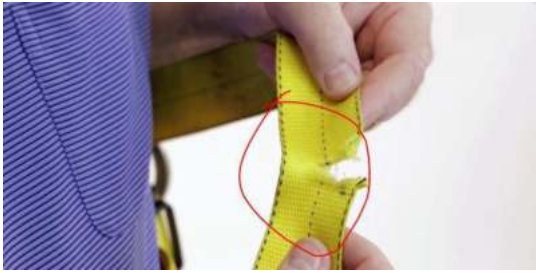


Photo 1



Photo 2