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| **Questions** | | Yes | **No** | **N/A** | Comments |
| Document Control | | | | | |
|  | Are sketches, drawings, forms, inspection documents, etc. to the correct revision? |  |  |  |  |
|  | Are any uncontrolled/unreleased documents being used to produce or inspect hardware? |  |  |  |  |
|  | Are "reference" documents properly identified in work instructions and/or drawing package? |  |  |  |  |
| Stamp Control | | | | | |
|  | Are stamps legible? |  |  |  |  |
| Work Instructions | | | | | |
|  | Are correct manufacturing method documents, specifications, operating instructions called out in the work instructions? |  |  |  |  |
|  | Are set-up or installation instructions controlled and do they capture actual operations? |  |  |  |  |
|  | Are work instructions clear, concise and easy to follow? |  |  |  |  |
|  | Is wording consistent? |  |  |  |  |
|  | Do work instructions capture current process? |  |  |  |  |
|  | Are safety instructions clear? |  |  |  |  |
|  | Do Handling and packaging instructions provide enough detail? |  |  |  |  |
|  | Are inspection operations sequenced properly? |  |  |  |  |
|  | Is change history available? |  |  |  |  |
|  | Are work instruction redlines authorized, stamped and dated properly? |  |  |  |  |
|  | Are all tools and equipment listed in the work instructions? |  |  |  |  |
|  | Do work instructions reference all applicable documents (e.g., mfg. method documents, operating instructions, specs, etc.)? |  |  |  |  |
| **Questions** | | Yes | **No** | **N/A** | Comments |
| Equipment / Tools / Calibration | | | | | |
|  | Are machines and tools calibrations/certifications current? |  |  |  |  |
|  | Are equipment / tools being used in accordance with mfg. operating instructions, manufacturing method documents, etc.? |  |  |  |  |
|  | Is Government Furnished Equipment (GFE) labeled, handled, and stored per requirement? |  |  |  |  |
|  | Are all tools / equipment that are in use equipped to prevent damage or contamination? |  |  |  |  |
|  | Are "calibration void if broken" seal intact? |  |  |  |  |
|  | Do the torque values/wrenches called out in the work instructions match engineering requirements? |  |  |  |  |
| Identification / Packaging / Handling | | | | | |
|  | Is the serial number, lot number or any traceability data properly documented? |  |  |  |  |
|  | Are parts packaged and identified adequately? |  |  |  |  |
|  | Are parts being handled and stored to avoid damage? |  |  |  |  |
| Inspection Methods | | | | | |
|  | Are inspection methods capable and repeatable? |  |  |  |  |
|  | Are measuring methods for dimensional requirements acceptable for process, fabrication, assembly and quality? |  |  |  |  |
|  | Is final inspection adequately defined? |  |  |  |  |
| Material / Shelf Life | | | | | |
|  | Are material call-outs in each operation correct? |  |  |  |  |
|  | Are materials labeled, handled and stored per requirement? |  |  |  |  |
| **Questions** | | Yes | **No** | **N/A** | Comments |
|  | Are shelf life materials, being used in the process, with usage date? |  |  |  |  |
| Training/Certifications | | | | | |
|  | Are operators and inspectors properly trained? |  |  |  |  |
|  | Verify training and certifications are adequate to support required tasks? |  |  |  |  |
| FOD / Housekeeping | | | | | |
|  | Are operators’ knowledgeable of the importance of FOD prevention and are proper precautions in place? |  |  |  |  |
| Operator Responsibility | | | | | |
|  | Are operators following work instructions line-for-line without deviations? |  |  |  |  |
|  | Are operators performing steps in sequence, not bypassing inspection steps? |  |  |  |  |
|  | Is the operator recording data entry steps consistently (e.g., cure time, serial numbers, etc.)? |  |  |  |  |
|  | Are all prior operations complete? |  |  |  |  |
|  | Are all discrepancies/open items closed out appropriately (e.g., shortages, engineering changes etc.)? |  |  |  |  |
| Process Control | | | | | |
|  | Does the process documentation flow down (e.g., manufacturing methods, specifications, etc. called out in the work instructions)? |  |  |  |  |
|  | Are process control parameters monitored, controlled and recorded (e.g., oven logs, SPC data, environmental controls, etc.)? |  |  |  |  |
| NC Tapes | | | | | |
|  | Are NC tapes released and at the proper revision level? |  |  |  |  |

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| **Questions** | | Yes | **No** | **N/A** | Comments |
| Software | | | | | |
|  | Is support software at the proper revision, verified, and controlled? |  |  |  |  |
| ESD / Environmental Controls | | | | | |
|  | Are ESD controls in place per requirements (e.g., certified ESD stations, wrist straps, etc.)? |  |  |  |  |
|  | Are ESD parts identified, packaged, handled and transported correctly? |  |  |  |  |
|  | Are temperature, humidity, and environmental controls in place and within specification? |  |  |  |  |
| Safety / Chemicals / Hazardous Waste | | | | | |
|  | Is Personal Protective Equipment used to perform task? |  |  |  |  |
|  | Is the PPE being used properly? |  |  |  |  |

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| Notes: |

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| Auditor (s) Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Auditor (s) Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |