



Layered Process Audit Checklist

Assembly / 24 May 2023 / Michael Wilson

Complete

Score	8 / 10 (80%)	Flagged items	2	Actions	0
Department	Assembly				
Conducted on	24 May 2023 08:09 PST				
Conducted by	Michael Wilson				
Location	3712 NE Winn Rd, Kansas City, MO 64117, USA (39.1631589, -94.5372826)				

Flagged items

2 flagged

Inspection / LPA Checklist - Work Area

Staff using proper PPE?

No

The new employee (Brent) on the right is not in full PPE. I told Brent to wear proper PPE at all times and advised Erick, our tenured welder, that he should have reminded Brent.



Photo 1

Inspection / LPA Checklist - Work Area

Start and end of shift checks being performed?

No

I talked to Brent and he observed there was no start of shift check done today. I will discuss this in today's meeting before end of shift.

Inspection

2 flagged, 8 / 10 (80%)

LPA Checklist - Work Area

2 flagged, 8 / 10 (80%)

Staff using proper PPE?

No

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Photo 1

REFERENCE: Staff using proper PPE
[This is an example of how you can use SafetyCulture to include best practice reference images in your templates to assist with audits.]



Staff trained and qualified for the job?	Yes
Staff following standardized work?	Yes
Inventory control being followed? - First In First Out (FIFO), min/max	Yes
Work area is clean?	Yes
Visual aids available and clearly visible in the work area?	Yes
Alarm limits in effect?	Yes

Red tagging process being followed?

Yes

Defective items in designated and labeled containers?

Yes

Start and end of shift checks being performed?

No

I talked to Brent and he observed there was no start of shift check done today. I will discuss this in today's meeting before end of shift.

Completion

Comments

I observed that some things are being taken for granted like the full PPE and start of shift check. I will discuss all of these during the afternoon meeting and will consider giving a verbal warning.

Auditor Name and Signature



Michael Wilson
24 May 2023 08:12 PST

Media summary



Photo 1