

FREE MANUFACTURING SOP AUDIT TEMPLATE

Production Line SOP Audit Checklist

Use this 60-point checklist to audit SOP control and execution across training, setup, machine safety, materials, process parameters, in-process quality, deviations, records, corrective action, and effectiveness.

Facility / line

Audit date

SOP / revision

Auditor / reviewer

Internal manufacturing audit template. Apply current controlled SOPs, quality requirements, applicable OSHA controls, approved training and document-control processes, and site risk assessments as controlling references.

1. SOP governance, scope, ownership, revision, and document control

- 1
- Confirm each audited production process has a current approved SOP or work instruction defining the required method, sequence, controls, responsibilities, and escalation points.
- CRITICAL
- SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the approved SOP set for the selected line and product. Compare the controlled master with what operators actually use at the point...

- 2
- Verify every SOP has a unique document ID, title, revision or version, effective date, approval status, and clearly identified process or equipment scope.
- SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the approved SOP set for the selected line and product. Compare the controlled master with what operators actually use at the point...

- 3
- Confirm obsolete, superseded, draft, uncontrolled, or locally modified SOP copies are prevented from unintended use on the production floor.
- CRITICAL
- SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Begin with the approved SOP set for the selected line and product. Compare the controlled master with what operators actually use at the point...

- 4
- Verify changes to SOPs are reviewed and approved by the required production, quality, engineering, EHS, or other responsible functions before release.
- CRITICAL
- SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the approved SOP set for the selected line and product. Compare the controlled master with what operators actually use at the point...

- 5
- Check controlled SOPs are available at the point of use in the language and format required for the employees performing the work.
- SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Begin with the approved SOP set for the selected line and product. Compare the controlled master with what operators actually use at the point...

- 6
- Review overdue SOP reviews, repeated document errors, conflicting instructions, temporary instructions, and open document-control actions affecting the line.
- SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the approved SOP set for the selected line and product. Compare the controlled master with what operators actually use at the point...

2. Operator training, competence, authorization, and SOP understanding

7

Confirm operators, setters, inspectors, material handlers, and other relevant employees are trained on the current SOP before performing the covered work independently.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Do not rely only on training records. Ask selected operators to explain and demonstrate critical steps, quality limits, hazards, stop criteria, and...

8

Verify training records identify the employee, SOP or revision, training date, trainer or verifier, competency status, and any required retraining date.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not rely only on training records. Ask selected operators to explain and demonstrate critical steps, quality limits, hazards, stop criteria, and...

9

Observe sampled employees performing the task and confirm their actual work sequence matches the approved SOP for critical production steps.

CRITICAL

SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Do not rely only on training records. Ask selected operators to explain and demonstrate critical steps, quality limits, hazards, stop criteria, and...

10

Confirm employees can identify critical process parameters, quality acceptance criteria, safety hazards, abnormal conditions, and required escalation or stop-work actions.

CRITICAL

SOP AUDIT

C

PC

NC

NA

Execution tip: Do not rely only on training records. Ask selected operators to explain and demonstrate critical steps, quality limits, hazards, stop criteria, and...

11

Verify authorization controls prevent untrained or unauthorized personnel from changing protected settings, bypassing controls, performing restricted setup, or releasing product.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Do not rely only on training records. Ask selected operators to explain and demonstrate critical steps, quality limits, hazards, stop criteria, and...

12

Check SOP or process changes trigger timely communication, retraining, competency verification, and withdrawal of superseded instructions before the revised method is used.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not rely only on training records. Ask selected operators to explain and demonstrate critical steps, quality limits, hazards, stop criteria, and...

3. Line readiness, setup, tooling, recipe, and pre-start SOP execution

13

Confirm the production order, product or SKU, batch or lot, line, planned quantity, shift, and approved routing match the SOP and current production plan.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the real line setup with the SOP, approved setup sheet, and current production order. Wrong tooling, recipe, materials, or unreleased...

14

Verify required line-clearance, cleaning, sanitation, maintenance-release, and pre-start checks are completed before the SOP-controlled production run begins.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the real line setup with the SOP, approved setup sheet, and current production order. Wrong tooling, recipe, materials, or unreleased...

15

Confirm tooling, dies, molds, fixtures, guides, change parts, product-contact components, and setup dimensions match the current approved product configuration.

CRITICAL

SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Compare the real line setup with the SOP, approved setup sheet, and current production order. Wrong tooling, recipe, materials, or unreleased...

16

Verify the correct approved machine recipe, program, speed, temperature, pressure, torque, timing, flow, or other process settings are selected and within defined limits.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the real line setup with the SOP, approved setup sheet, and current production order. Wrong tooling, recipe, materials, or unreleased...

17

Check required gauges, measuring instruments, test devices, reference samples, and process-monitoring equipment are available and within calibration or verification status.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the real line setup with the SOP, approved setup sheet, and current production order. Wrong tooling, recipe, materials, or unreleased...

18

Record pre-start SOP verification, key setup conditions, operator or setter, reviewer, exceptions, and authorization to begin the controlled production run.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the real line setup with the SOP, approved setup sheet, and current production order. Wrong tooling, recipe, materials, or unreleased...

4. Machine guarding, safe work practices, hazardous energy, and EHS controls

19

Confirm the SOP requires guards, interlocks, barriers, emergency stops, and other machine safeguards to remain functional and in position during normal operation.

CRITICAL

SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Audit safety controls while the SOP is being performed. Production instructions should never require or normalize bypassing guards, unsafe...

20

Verify point-of-operation hazards, rotating parts, nip points, moving equipment, flying material, and other accessible machine hazards are controlled during the audited task.

CRITICAL

SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Audit safety controls while the SOP is being performed. Production instructions should never require or normalize bypassing guards, unsafe...

21

Confirm cleaning, jam clearing, adjustment, tool changes, maintenance, or servicing tasks use the site's approved hazardous-energy control procedure whenever unexpected startup or stored energy could cause injury.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Audit safety controls while the SOP is being performed. Production instructions should never require or normalize bypassing guards, unsafe...

22

Check the SOP clearly distinguishes normal production adjustments from work requiring lockout/tagout or other approved energy-isolation controls.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Audit safety controls while the SOP is being performed. Production instructions should never require or normalize bypassing guards, unsafe...

23

Verify required PPE, ventilation, extraction, chemical controls, ergonomics, hot-surface controls, noise controls, and other task-specific EHS requirements are followed.

CRITICAL

SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Audit safety controls while the SOP is being performed. Production instructions should never require or normalize bypassing guards, unsafe...

24

If the observed SOP method conflicts with a safe-work requirement or requires a safeguard bypass, stop or contain the activity and escalate the conflict for controlled correction.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Audit safety controls while the SOP is being performed. Production instructions should never require or normalize bypassing guards, unsafe...

5. Material identity, status, handling, traceability, and FIFO or FEFO execution

25

Confirm raw materials, components, subassemblies, packaging, labels, and consumables used on the line match the approved bill of materials and production order.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace one live production lot from issued material to finished output. The material identity, release status, lot information, handling method, and...

26

Verify material identity, batch or lot, quantity, status, expiry or use-by date where applicable, and release condition are checked before use.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace one live production lot from issued material to finished output. The material identity, release status, lot information, handling method, and...

27

Confirm FIFO, FEFO, shelf-life, conditioning, storage, staging, or environmental requirements defined by the SOP are followed at the line.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace one live production lot from issued material to finished output. The material identity, release status, lot information, handling method, and...

28

Check damaged, contaminated, unidentified, obsolete, expired, mixed, rejected, quarantined, or unreleased material is prevented from entering production.

CRITICAL

SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace one live production lot from issued material to finished output. The material identity, release status, lot information, handling method, and...

29

Verify traceability records link finished or in-process output to the required material lots, line, shift, production order, date, and other specified identifiers.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace one live production lot from issued material to finished output. The material identity, release status, lot information, handling method, and...

30

Observe material transfer, replenishment, return, reconciliation, scrap, and leftover-material handling and confirm the actual method follows the approved SOP.

SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace one live production lot from issued material to finished output. The material identity, release status, lot information, handling method, and...

6. Process sequence, standard work, critical parameters, and control limits

31

Observe the complete production sequence and confirm required steps are performed in the approved order without unauthorized omission, substitution, or rework.

CRITICAL

SOP AUDIT

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Follow the process in the exact order shown in the SOP. Focus on skipped steps, undocumented workarounds, uncontrolled adjustments, and...

32

Verify critical process parameters are monitored at the required frequency and remain within the approved limits defined by the SOP, control plan, or specification.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Follow the process in the exact order shown in the SOP. Focus on skipped steps, undocumented workarounds, uncontrolled adjustments, and...

33

Confirm operators use the specified tools, fixtures, methods, quantities, cycle times, torque values, temperatures, pressures, speeds, or other standard-work requirements.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Follow the process in the exact order shown in the SOP. Focus on skipped steps, undocumented workarounds, uncontrolled adjustments, and...

34

Check process alarms, sensors, counters, automatic checks, interlocks, reject devices, and error-proofing controls remain enabled and are not bypassed during normal production.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Follow the process in the exact order shown in the SOP. Focus on skipped steps, undocumented workarounds, uncontrolled adjustments, and...

35

Verify any parameter adjustment outside normal operator authority is approved, documented, traceable, and made only by authorized personnel.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Follow the process in the exact order shown in the SOP. Focus on skipped steps, undocumented workarounds, uncontrolled adjustments, and...

36

Review observed shortcuts, undocumented workarounds, repeated manual corrections, excessive adjustments, or inconsistent methods for risk and SOP improvement.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Follow the process in the exact order shown in the SOP. Focus on skipped steps, undocumented workarounds, uncontrolled adjustments, and...

7. In-process inspection, sampling, quality checks, and nonconformance control

37

Confirm required first-off, in-process, patrol, dimensional, visual, functional, weight, torque, leak, code, packaging, or other inspections are performed at the defined frequency.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Match the inspection activity to the SOP and control plan. Check whether measurements are taken at the right frequency, against the right...

38

Verify inspection results are compared with the current approved specification, drawing, control plan, defect standard, or reference sample.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match the inspection activity to the SOP and control plan. Check whether measurements are taken at the right frequency, against the right...

39

Confirm sampling quantity, sampling location, frequency, and inspection method match the current SOP or approved quality plan.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Match the inspection activity to the SOP and control plan. Check whether measurements are taken at the right frequency, against the right...

40

Check failed or suspect product is identified, contained, segregated, recorded, and prevented from unintended release or mixing with conforming output.

CRITICAL

SOP AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Match the inspection activity to the SOP and control plan. Check whether measurements are taken at the right frequency, against the right...

41

Verify reaction plans are followed when a process or quality result exceeds a limit, including stop, containment, escalation, adjustment, inspection, or revalidation as required.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match the inspection activity to the SOP and control plan. Check whether measurements are taken at the right frequency, against the right...

42

Confirm rework, repair, concession, deviation, or product-disposition activities are performed only under approved instructions and remain traceable.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match the inspection activity to the SOP and control plan. Check whether measurements are taken at the right frequency, against the right...

8. Abnormal conditions, deviations, breakdowns, change control, and restart

43

Confirm the SOP defines how operators respond to jams, alarms, breakdowns, utility loss, material defects, process drift, quality failures, or other abnormal conditions.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask what happens when the process does not behave normally. Operators should know when to stop, who to call, what can be adjusted, and...

44

Verify employees stop or contain production when conditions exceed their authorized limits rather than using undocumented adjustments or workarounds.

CRITICAL

SOP AUDIT

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PC

NC

NA

Execution tip: Ask what happens when the process does not behave normally. Operators should know when to stop, who to call, what can be adjusted, and...

45

Check temporary deviations, substitute materials, alternate methods, changed settings, or temporary controls are formally authorized, documented, risk-assessed, and time-limited.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask what happens when the process does not behave normally. Operators should know when to stop, who to call, what can be adjusted, and...

46

Confirm equipment, tooling, recipe, software, process, material, layout, or specification changes receive appropriate review before the SOP is revised or the changed process is released.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask what happens when the process does not behave normally. Operators should know when to stop, who to call, what can be adjusted, and...

47

Verify restart after a significant breakdown, quality hold, maintenance intervention, or process change includes required line checks, safeguard verification, setup confirmation, and quality approval.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask what happens when the process does not behave normally. Operators should know when to stop, who to call, what can be adjusted, and...

48

Review repeated abnormalities, frequent deviations, recurring downtime, repeated rework, and repeated operator interventions for systemic corrective action.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Ask what happens when the process does not behave normally. Operators should know when to stop, who to call, what can be adjusted, and...

9. Production records, data integrity, reconciliation, handover, and end-of-run control

49

Confirm required production records are completed at the time work is performed and identify product, batch or order, line, date, shift, operator, and relevant process results.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample one completed production record from start to finish. Entries should be attributable, legible, timely, accurate, complete, and consistent...

50

Verify manual and electronic records are legible, attributable, protected from unauthorized alteration, traceable to the correct run, and retained according to the approved record-control process.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample one completed production record from start to finish. Entries should be attributable, legible, timely, accurate, complete, and consistent...

51

Check corrections to production records preserve the original information and identify the person, date, and reason where required by the site's data-integrity procedure.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Sample one completed production record from start to finish. Entries should be attributable, legible, timely, accurate, complete, and consistent...

52

Confirm material usage, finished quantity, scrap, rework, rejects, downtime, labels, and other required production quantities are reconciled before run closure.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample one completed production record from start to finish. Entries should be attributable, legible, timely, accurate, complete, and consistent...

53

Verify end-of-run cleaning, material return, label removal, product segregation, line status, and next-run readiness are completed according to the applicable SOP.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample one completed production record from start to finish. Entries should be attributable, legible, timely, accurate, complete, and consistent...

54

Confirm shift or run handover communicates open maintenance, quality, safety, material, process, deviation, and corrective-action issues to the next responsible team.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Sample one completed production record from start to finish. Entries should be attributable, legible, timely, accurate, complete, and consistent...

10. Audit findings, corrective action, SOP improvement, effectiveness, and sign-off

55

Assign every SOP audit finding to a named owner with risk level, due date, interim control, required evidence, and escalation route.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close an SOP audit finding only because the document was edited. Verify the people, process, equipment, training, and records now...

56

For critical safety, quality, traceability, or process-control failures, confirm immediate containment protects employees, equipment, product, and customers before normal work continues.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close an SOP audit finding only because the document was edited. Verify the people, process, equipment, training, and records now...

57

Verify corrective actions address the underlying cause, which may include SOP design, training, equipment, tooling, process capability, supervision, document control, materials, or workload.

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close an SOP audit finding only because the document was edited. Verify the people, process, equipment, training, and records now...

58

Confirm revised SOPs are reviewed, approved, released, communicated, and supported by retraining or competency verification before old methods are discontinued.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close an SOP audit finding only because the document was edited. Verify the people, process, equipment, training, and records now...

59

Verify corrective-action effectiveness through repeat observation, record review, process results, audit follow-up, or other objective evidence rather than administrative closure alone.

CRITICAL

SOP AUDIT

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Do not close an SOP audit finding only because the document was edited. Verify the people, process, equipment, training, and records now...

60

Record final audit status, unresolved critical SOP risks, affected products or processes, follow-up actions, next audit date, auditor, process owner, reviewer, date, and management approval.

CRITICAL

SOP AUDIT

FINAL STATUS | Enter

REVIEWER | Enter

APPROVAL | Enter

Execution tip: Do not close an SOP audit finding only because the document was edited. Verify the people, process, equipment, training, and records now...