FREE MANUFACTURING QUALITY AUDIT TEMPLATE

Quality Control Audit Checklist

Use this 60-point audit checklist to evaluate document control, incoming and in-process QC, measurement systems, nonconformance, final release, quality records, competence, CAPA, audit follow-up, and management review.

Facility / scope	Audit date	Lead auditor	Quality / process owner

Internal manufacturing audit template. Apply the organization's current QMS, product and customer requirements, sector regulations, ISO 9001 requirements where applicable, and current audit criteria. ISO 19011 provides audit guidance rather than certification requirements.

1. Audit scope, quality criteria, process coverage, and audit readiness

1 Confirm the audit scope identifies the facility, products, processes, departments, shifts, quality-control activities, and time period being reviewed. CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Define the audit boundary before sampling records. A useful quality-control audit should link product, process, inspection stage, applicable criteria,...

2 Verify audit criteria include the organization's current quality procedures, specifications, customer requirements, inspection plans, regulatory obligations where applicable, and relevant QMS requirements. CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Define the audit boundary before sampling records. A useful quality-control audit should link product, process, inspection stage, applicable criteria,...

3 Confirm the auditor has access to current process maps, control plans, quality plans, specifications, inspection instructions, approved forms, and quality records needed for the audit. QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Define the audit boundary before sampling records. A useful quality-control audit should link product, process, inspection stage, applicable criteria,...

4 Review previous internal or external audit findings, customer complaints, nonconformances, quality alerts, escapes, CAPA, and recurring defects before selecting samples. QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Define the audit boundary before sampling records. A useful quality-control audit should link product, process, inspection stage, applicable criteria,...

5 Confirm audit sampling covers representative products, lines, shifts, inspectors, materials, inspection stages, and higher-risk or poor-performing processes. CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Define the audit boundary before sampling records. A useful quality-control audit should link product, process, inspection stage, applicable criteria,...

6 Record audit date, facility, scope, lead auditor, process owner, quality representative, criteria, and planned follow-up date. QC AUDIT

FINAL STATUS | Enter	PROCESS OWNER | Enter	QUALITY APPROVAL | Enter

Execution tip: Define the audit boundary before sampling records. A useful quality-control audit should link product, process, inspection stage, applicable criteria,...

2. Document control, specifications, control plans, inspection instructions, and change management

7 **Confirm current drawings, specifications, control plans, inspection instructions, work instructions, and quality standards are approved and available at the point of use.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Compare the document at the point of use with the approved source. A common audit failure is not the absence of a procedure, but an obsolete or...

8 **Verify obsolete, superseded, draft, or uncontrolled quality documents are removed from use or clearly prevented from being mistaken for current requirements.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Compare the document at the point of use with the approved source. A common audit failure is not the absence of a procedure, but an obsolete or...

9 **Check document revisions, approval history, effective dates, and change descriptions are traceable and authorized according to the document-control process.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Compare the document at the point of use with the approved source. A common audit failure is not the absence of a procedure, but an obsolete or...

10 **Confirm changes to product, process, tooling, material, supplier, inspection method, software, or quality criteria trigger the required review and update of quality-control documents.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Compare the document at the point of use with the approved source. A common audit failure is not the absence of a procedure, but an obsolete or...

11 **Verify temporary instructions, deviations, concessions, or alternate inspection methods are formally approved, time-limited, and communicated to affected personnel.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Compare the document at the point of use with the approved source. A common audit failure is not the absence of a procedure, but an obsolete or...

12 **Confirm records show affected employees or inspectors were informed or trained when significant quality-control requirements changed.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Compare the document at the point of use with the approved source. A common audit failure is not the absence of a procedure, but an obsolete or...

3. Incoming quality control, supplier requirements, receiving inspection, and material release

13 **Confirm supplier and purchase requirements define applicable material specifications, quality clauses, certification needs, sampling, and acceptance criteria.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace a received lot from purchase requirements through inspection and warehouse status. Supplier approval, lot identity, inspection evidence, and...

14 **Verify incoming material identity, supplier, part or material number, revision, lot or batch, quantity, and traceability are checked before unrestricted use.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace a received lot from purchase requirements through inspection and warehouse status. Supplier approval, lot identity, inspection evidence, and...

15 **Confirm required incoming inspections, tests, certificate reviews, or supplier-quality checks are completed according to the approved receiving-control plan.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace a received lot from purchase requirements through inspection and warehouse status. Supplier approval, lot identity, inspection evidence, and...

16 **Verify measuring equipment used for incoming acceptance is suitable, identified, and within calibration or verification status.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace a received lot from purchase requirements through inspection and warehouse status. Supplier approval, lot identity, inspection evidence, and...

17 **Check rejected, pending, suspect, or inspection-incomplete incoming material is physically and electronically controlled against unintended production use.** CRITICAL QC AUDIT

Conforming | Needs action | Major finding — LIVE PHOTO | Add

Execution tip: Trace a received lot from purchase requirements through inspection and warehouse status. Supplier approval, lot identity, inspection evidence, and...

18 **Review supplier defects, incoming rejection rate, missing documents, repeated material issues, and supplier corrective actions for trend-based follow-up.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace a received lot from purchase requirements through inspection and warehouse status. Supplier approval, lot identity, inspection evidence, and...

4. In-process quality control, first-piece approval, process parameters, and inspection discipline

19 **Confirm required first-piece, first-off, setup, start-up, or changeover inspections are completed before normal production release where specified.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Observe real production and compare it with the control plan. The audit should verify not only that inspections exist, but that required checks occur...

20 **Verify in-process inspection characteristics, sample sizes, frequencies, acceptance criteria, and reaction plans match the current control plan or inspection instruction.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Observe real production and compare it with the control plan. The audit should verify not only that inspections exist, but that required checks occur...

21 **Check critical process parameters and quality-related machine settings remain within approved limits and temporary adjustments are controlled.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Observe real production and compare it with the control plan. The audit should verify not only that inspections exist, but that required checks occur...

22 **Verify operators and inspectors record actual measurement or test results when required rather than entering generic pass results that hide process drift.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Observe real production and compare it with the control plan. The audit should verify not only that inspections exist, but that required checks occur...

23 **Confirm missed, skipped, late, or incomplete in-process inspections are visible, investigated, and escalated according to the quality process.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Observe real production and compare it with the control plan. The audit should verify not only that inspections exist, but that required checks occur...

24 **Review repeated adjustments, parameter drift, defect clusters, process alarms, rework, and scrap for evidence that quality controls are preventing recurrence.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Observe real production and compare it with the control plan. The audit should verify not only that inspections exist, but that required checks occur...

5. Inspection, testing, measurement systems, calibration, and metrological control

25 **Confirm inspection and test methods are appropriate for the product characteristic, tolerance, risk, and required acceptance decision.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Sample the full measurement chain: characteristic, method, equipment, calibration status, operator technique, actual result, and acceptance...

26 **Verify gauges, calipers, micrometers, scales, torque tools, test equipment, fixtures, masters, and reference devices are uniquely identified where controlled.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Sample the full measurement chain: characteristic, method, equipment, calibration status, operator technique, actual result, and acceptance...

27 **Confirm controlled measuring and test equipment is within current calibration or verification status before use for product acceptance.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Sample the full measurement chain: characteristic, method, equipment, calibration status, operator technique, actual result, and acceptance...

28 **Check equipment range, resolution, accuracy, capability, environmental suitability, fixture condition, and software configuration are appropriate for intended measurements.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Sample the full measurement chain: characteristic, method, equipment, calibration status, operator technique, actual result, and acceptance...

29 **Verify out-of-calibration, damaged, failed, or suspect measurement equipment triggers containment and assessment of potentially affected inspection or release decisions.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Sample the full measurement chain: characteristic, method, equipment, calibration status, operator technique, actual result, and acceptance...

30 **Review calibration failures, measurement-system issues, repeated gauge damage, operator measurement variation, and overdue calibration for systemic corrective action.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Sample the full measurement chain: characteristic, method, equipment, calibration status, operator technique, actual result, and acceptance...

6. Nonconforming output, containment, segregation, disposition, rework, and reinspection

31 **Confirm nonconforming or suspect material, WIP, and finished goods are promptly identified and controlled against unintended use, processing, release, or shipment.**

CRITICAL | QC AUDIT

Conforming | Needs action | Major finding

LIVE PHOTO | Add

Execution tip: Trace one recent nonconformance from detection to final disposition. Confirm the physical stock, system status, affected quantity, approval, and...

32 **Verify nonconformance records identify product or material, lot or serial, quantity affected, requirement violated, defect evidence, source, and current status.**

CRITICAL | QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace one recent nonconformance from detection to final disposition. Confirm the physical stock, system status, affected quantity, approval, and...

33 **Check containment determines the potentially affected population using the last known-good point, production history, inspection data, lot information, or other appropriate evidence.**

CRITICAL | QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace one recent nonconformance from detection to final disposition. Confirm the physical stock, system status, affected quantity, approval, and...

34 **Confirm disposition such as rework, repair, sort, concession, return, scrap, or use-as-is is authorized by the required quality or technical function.**

CRITICAL | QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace one recent nonconformance from detection to final disposition. Confirm the physical stock, system status, affected quantity, approval, and...

35 **Verify reworked, repaired, sorted, or corrected output is reinspected against defined acceptance criteria before release.**

CRITICAL | QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace one recent nonconformance from detection to final disposition. Confirm the physical stock, system status, affected quantity, approval, and...

36 **Confirm physical labels, hold areas, ERP or MES status, and final inventory status are updated after disposition so restricted stock cannot escape.**

CRITICAL | QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Trace one recent nonconformance from detection to final disposition. Confirm the physical stock, system status, affected quantity, approval, and...

7. Finished product inspection, final release, packaging, labeling, and shipment controls

37 Confirm required finished-product visual, dimensional, functional, performance, safety, or final tests are completed before product release.

CRITICAL | QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Final quality control should confirm both product conformity and release readiness. Inspect the product as the customer will receive it, including...

38 Verify final inspection uses the correct product revision, final acceptance criteria, sampling plan, test method, and required measurement equipment.

CRITICAL | QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Final quality control should confirm both product conformity and release readiness. Inspect the product as the customer will receive it, including...

39 Check product labels, serial numbers, batch markings, ratings, warnings, barcodes, customer identifiers, and other required markings are correct and legible.

CRITICAL | QC AUDIT

Conforming | Needs action | Major finding

LIVE PHOTO | Add

Execution tip: Final quality control should confirm both product conformity and release readiness. Inspect the product as the customer will receive it, including...

40 Verify packaging, preservation, sealing, protective materials, documentation, certificates, accessories, and customer-specific presentation meet approved requirements.

CRITICAL | QC AUDIT

Conforming | Needs action | Major finding

LIVE PHOTO | Add

Execution tip: Final quality control should confirm both product conformity and release readiness. Inspect the product as the customer will receive it, including...

41 Confirm only authorized personnel can approve final release and release evidence is recorded before unrestricted finished-goods transfer or shipment.

CRITICAL | QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Final quality control should confirm both product conformity and release readiness. Inspect the product as the customer will receive it, including...

42 Review final inspection failures, release delays, packaging errors, shipment holds, and customer escapes for recurring patterns and upstream corrective action.

QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Final quality control should confirm both product conformity and release readiness. Inspect the product as the customer will receive it, including...

8. Quality records, data integrity, traceability, analysis, SPC, and reporting

43 **Confirm quality records are legible, attributable, complete, traceable to the relevant product, lot, batch, serial, process, inspector, date, and equipment where required.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Quality records should support decisions and reconstruction. Sample a product or lot and verify the organization can trace the relevant inspection,...

44 **Verify corrections to paper or electronic quality records preserve original information and follow approved data-integrity and record-correction rules.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Quality records should support decisions and reconstruction. Sample a product or lot and verify the organization can trace the relevant inspection,...

45 **Check quality records are retained, protected, retrievable, and controlled against unauthorized alteration or deletion according to the record-control process.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Quality records should support decisions and reconstruction. Sample a product or lot and verify the organization can trace the relevant inspection,...

46 **Confirm SPC charts, defect trends, process capability, yield, scrap, rework, first-pass yield, complaint, or other quality data are reviewed where applicable.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Quality records should support decisions and reconstruction. Sample a product or lot and verify the organization can trace the relevant inspection,...

47 **Verify abnormal trends, out-of-control signals, repeated near-limit conditions, or deteriorating quality indicators trigger documented review and action.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Quality records should support decisions and reconstruction. Sample a product or lot and verify the organization can trace the relevant inspection,...

48 **Confirm quality reports provide enough context to identify product, process, supplier, line, shift, defect category, and action status rather than only high-level totals.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Quality records should support decisions and reconstruction. Sample a product or lot and verify the organization can trace the relevant inspection,...

9. Competence, inspector qualification, training, independence, and audit evidence

49 **Confirm personnel performing inspection, testing, disposition, release, calibration, or quality-review activities have defined competence requirements.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Interview employees and observe actual inspection work. Training records alone do not prove competence; auditors should look for correct...

50 **Verify inspectors and quality personnel have completed required training, qualification, certification, authorization, or supervised assessment before independent work.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Interview employees and observe actual inspection work. Training records alone do not prove competence; auditors should look for correct...

51 **Observe selected inspectors using actual procedures, gauges, sampling methods, defect criteria, records, and reaction plans to verify competent execution.** CRITICAL QC AUDIT

Conforming | Needs action | Major finding

LIVE PHOTO | Add

Execution tip: Interview employees and observe actual inspection work. Training records alone do not prove competence; auditors should look for correct...

52 **Confirm personnel understand how to identify critical characteristics, nonconforming output, escalation triggers, status controls, and applicable customer requirements.** CRITICAL QC AUDIT

C | PC | NC | NA

Execution tip: Interview employees and observe actual inspection work. Training records alone do not prove competence; auditors should look for correct...

53 **Verify auditor or reviewer independence and objectivity are appropriate for the audit purpose and conflicts of interest are controlled where relevant.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Interview employees and observe actual inspection work. Training records alone do not prove competence; auditors should look for correct...

54 **Check refresher training, requalification, or competency reassessment occurs when processes change, performance declines, errors recur, or quality methods are revised.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Interview employees and observe actual inspection work. Training records alone do not prove competence; auditors should look for correct...

10. CAPA, audit follow-up, effectiveness, quality objectives, and management review

55 **Confirm significant or recurring quality problems are evaluated for corrective action using appropriate root-cause methods and risk-based prioritization.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Do not close quality findings because an action was completed. Verify the problem stayed fixed through repeat data, audit evidence, defect trends,...

56 **Verify CAPA records define the problem, containment, root cause, planned actions, owner, due date, required evidence, and effectiveness criteria.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Do not close quality findings because an action was completed. Verify the problem stayed fixed through repeat data, audit evidence, defect trends,...

57 **Confirm audit findings are tracked to closure and overdue or high-risk actions are escalated through the quality-management process.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Do not close quality findings because an action was completed. Verify the problem stayed fixed through repeat data, audit evidence, defect trends,...

58 **Verify corrective-action effectiveness through repeat inspection, process data, defect trends, complaint data, audit follow-up, or other objective evidence before closure.** CRITICAL QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Do not close quality findings because an action was completed. Verify the problem stayed fixed through repeat data, audit evidence, defect trends,...

59 **Review quality objectives, customer feedback, defect trends, supplier quality, audit results, nonconformities, CAPA performance, and resource needs during management review as applicable.** QC AUDIT

Audit item	Finding / status	Owner	Evidence	Action

Execution tip: Do not close quality findings because an action was completed. Verify the problem stayed fixed through repeat data, audit evidence, defect trends,...

60 **Record final audit status, unresolved critical quality risks, open CAPA, follow-up dates, lead auditor, process owner, quality manager, date, and management approval.** CRITICAL QC AUDIT

FINAL STATUS | Enter

PROCESS OWNER | Enter

QUALITY APPROVAL | Enter

Execution tip: Do not close quality findings because an action was completed. Verify the problem stayed fixed through repeat data, audit evidence, defect trends,...