

LPA (Layered Process Audit) Checklist

Process Definition & Documentation

Focuses on the clarity, completeness, and accessibility of process documentation.

Is the process flow diagram (PFD) current and accessible? Yes No N/A
Briefly describe the process being audited.
Write something
Are process inputs clearly defined and documented?
☐ Yes
□ No
□ N/A
Revision number of the process document being audited.
Enter a number

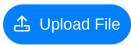
Enter date	
Describe any discrepar actual practice.	ncies observed between documented process and
Write something	
Is the process owner c	learly identified and contact information available?
aluates the condition, ma	aintenance, and calibration of equipment and tooling used in
raluates the condition, ma e manufacturing process.	aintenance, and calibration of equipment and tooling used in
aluates the condition, ma	aintenance, and calibration of equipment and tooling used in
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raluates the condition, make manufacturing process. Equipment ID/Asset Tage Enter a number	aintenance, and calibration of equipment and tooling used in
Equipment ID/Asset Ta Enter a number Last Calibration Date	aintenance, and calibration of equipment and tooling used in g Number

Calibration Result (within tolerance?) Enter a number	
Equipment Condition (Visual Inspection) Excellent Good Fair Poor	
Any observed issues/deviations from expected operation? Write something	
Maintenance Schedule Followed? Yes No N/A	
Upload Calibration Certificate (if applicable) Lupload File	

Raw Materials & Components

Assesses the receiving, storage, and handling of raw materials and components to ensure quality and traceability.

Incoming Material Rejection Rate (Last 3 Months)
Enter a number
Last Raw Material Supplier Audit Date
Enter date
Raw Material Traceability System Used
Lot Number Tracking
Batch Number Tracking
Serial Number Tracking
☐ No Traceability
Storage Conditions Verified (Select all that apply)
☐ Temperature Control
Humidity Control
Proper Ventilation
Protection from Sunlight
Pest Control
Describe any discrepancies found during raw material inspection.
Write something
Attach recent Certificate of Analysis (CoA) for critical raw material



Material Handling Equipment Inspection Frequency Daily Weekly Monthly Quarterly
Work Instructions & Procedures Verifies that work instructions are accurate, up-to-date, and followed consistently by operators.
Are work instructions readily available at the point of use? Yes No Partially
Describe any instances where work instructions were unclear or inadequate. (If applicable) Write something
Are work instructions reviewed and updated periodically? Yes, annually Yes, as needed No
How often are work instructions reviewed (in months)? Enter a number

Which of the following methods are used to ensure adherence to work instructions?
☐ Visual aids (e.g., posters, diagrams)
Operator training
Supervisory oversight
Regular audits
Other: [Long Text Field]
Are changes to work instructions documented and communicated effectively?
Yes
□ No
Partially
♣ Upload File
Operator Training & Competency Confirms operators have the necessary training, skills, and authorization to perform their
asks.
Does the operator have documented training records?
Yes
No
N/A

Which training modules have been completed by the operator (check all that apply)?
Process Overview
Equipment Operation
Safety Procedures
Quality Control
Problem Solving
Last Training Completion Date
Enter date
Number of training hours received on this process
Enter a number
Describe any gaps in operator training identified.
Write something
Was competency assessment performed? Yes No N/A
Upload copy of operator training certificate (if applicable) L Upload File

Process Control & Monitoring

Evaluates the methods used to control and monitor the manufacturing process, including data collection and analysis.

Cycle Time Measurement Frequency
Enter a number
Statistical Process Control (SPC) Usage
Implemented & Effective
Implemented, Needs Improvement
Not Implemented
Description of Key Process Parameters Monitored
Write something
Last Calibration Date of Monitoring Equipment (e.g., Gauges, Sensors)
Enter date
Data Collection Methods Used
Manual Data Entry
Automated Data Logging
Statistical Process Control (SPC) Software
Operator Charts
Frequency of Data Collection for Critical Parameters

Write something			
Attach Example Moni	toring Data Report		
♣ Upload File			
•		Handling	aterials
products.			
Is there a defined pro	cedure for handling	non-conforming materials?	
No			
Not Applicable			
Briefly describe the p	rocedure for identif	fying and segregating non-conform	ning
materials.			
materials.			
Write something	on-conforming mate	erials generated per shift.	

What actions are taken with non-conforming materials (select all that apply)? Rework Scrap Return to Supplier Quarantine for further evaluation Other (specify in long text)
If 'Other' was selected above, please specify the action taken. Write something
Is documentation readily available that tracks the disposition of non-conforming materials? Yes No No Not Applicable
Date of last review/update of the non-conforming material handling procedure. Enter date
Upload sample documentation of non-conforming material disposition records (e.g., MRB logs). Upload File

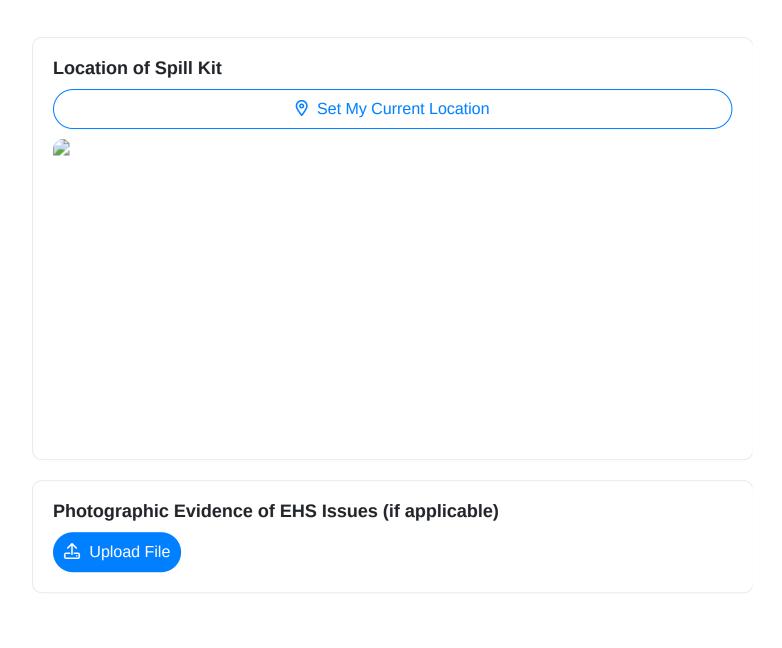
Quality Control & Inspection

Focuses on the effectiveness of quality control measures and inspection processes throughout the manufacturing cycle.

Enter a number	
Inspection Method Used (e.g., Visual, Dimensional, Functional)	
☐ Visual Inspection	
Dimensional Measurement	
Functional Testing	
Automated Optical Inspection (AOI)	
Record of Key Inspection Results (Summary)	
Write something	
),
Representative Inspection Record Example (PDF/Image)	
Representative Inspection Record Example (PDF/Image) L Upload File	
♣ Upload File	
Number of Rejected Units (Last Shift/Period) Enter a number	
Number of Rejected Units (Last Shift/Period) Enter a number Disposition of Rejected Units	
Number of Rejected Units (Last Shift/Period) Enter a number	

Enter date	
Inspection Criteria Used	(Select all that apply)
Blueprint Specifications	
Customer Requirements	
Internal Standards	
Industry Standards (e.g.,	ISO)
•	Health & Safety (EHS) S regulations and procedures within the manufacturing area
•	regulations and procedures within the manufacturing area
sesses adherence to EHS	regulations and procedures within the manufacturing area
sesses adherence to EHS Noise Level Measureme	regulations and procedures within the manufacturing area nt (dB)
Noise Level Measurement	regulations and procedures within the manufacturing area nt (dB) ardous Materials
Noise Level Measurement Enter a number SDS Availability for Haza	regulations and procedures within the manufacturing area nt (dB) ardous Materials ible

PPE Usage - Check all that apply
Safety Glasses
Hearing Protection
Gloves
Respirator
Safety Shoes
High Visibility Vest
☐ None Observed
Last Safaty Training Data
Last Safety Training Date
Enter date
Observations Regarding Housekeeping (Spills, Waste Disposal)
Write something
Fire Extinguisher Inspection Status
Up to Date
Expiring Soon
Expired



Continuous Improvement & Corrective Actions

Examines the system for identifying, implementing, and tracking corrective actions and improvement initiatives.

Describe the process for identifying potential areas for improvement within the manufacturing process.

Write something...

Kaizen, 5S)?
8D Problem Solving
☐ Kaizen Events
5S Methodology
☐ Value Stream Mapping
Root Cause Analysis
PDCA Cycle (Plan-Do-Check-Act)
What is the average time taken to implement a corrective action?
Enter a number
Date of last formal review of improvement initiatives. Enter date
Describe how employee feedback is solicited and incorporated into
improvement activities.

How are completed corrective actions verified for effectiveness?
Statistical Process Control (SPC)
Process Audits
Customer Feedback
Visual Inspection
Functional Testing
Describe the process for tracking the effectiveness of corrective actions over time. How are they closed out?
Write something