ChecklistGuro

VDA 6.5 Product Audit & Quality Verification Checklist

Audit Preparation & Scope Definition

Verification of audit planning, sample selection, technical documentation availability, and definition of the specific product part numbers and batch IDs to be audited.

Audit Reference ID

Write something...

Proposed Audit Start Date

Enter date...

Audit Objectives and Scope Description

Write something...

Audit Type

- [ ] Internal Audit
- [ ] External/Regulatory Audit
- [ ] Compliance Check
- [ ] Follow-up Audit

Departments to be Audited

- [ ] Finance
- [ ] Operations
- [ ] Human Resources
- [ ] IT/Security
- [ ] Supply Chain

Audit Checklist/Framework Document

Upload File

Auditor Authorization

Technical Documentation & Specification Review

Assessment of drawing revisions, material specifications, tolerance requirements, and compliance with all customer-specific engineering standards.

Document Reference Number

Write something...

Review Completion Date

Enter date...

Compliance Status

- [ ] Compliant
- [ ] Non-Compliant
- [ ] Pending Clarification

Reviewer Comments & Observations

Write something...

Annotated Specification PDF

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Lead Engineer Approval

Visual Inspection & Surface Integrity

Evaluation of the product surface for defects including scratches, burrs, discoloration, contamination, and adherence to cosmetic quality standards.

Inspection Date

Enter date...

Surface Condition Status

- [ ] Pass
- [ ] Fail
- [ ] Requires Rework

Surface Defect Description

Write something...

Measured Surface Roughness (Ra)

Enter a number...

Observed Anomalies

- [ ] Scratches
- [ ] Pitting
- [ ] Discoloration
- [ ] Corrosion
- [ ] Cracks

High-Resolution Inspection Photos

Upload File

Inspector Authorization

Dimensional Accuracy & Metrology Verification

Verification of critical dimensions and geometric tolerances (GD&T) using calibrated measurement tools and comparison against CAD/Technical drawings.

Part Serial Number

Write something...

Measured Dimension (mm)

Enter a number...

Tolerance Deviation

Enter a number...

Measurement Instrument Used

- [ ] Digital Caliper
- [ ] Micrometer
- [ ] CMM (Coordinate Measuring Machine)
- [ ] Optical Comparator

Verification Date

Enter date...

Calibration Certificate / Measurement Report

Upload File

Non-Conformance Notes

Write something...

Quality Inspector Approval

Functional Performance & Feature Testing

Testing of mechanical, electrical, or chemical properties to ensure the product performs according to specified functional requirements and operational parameters.

Test Case ID

Write something...

Test Priority

- [ ] Low
- [ ] Medium
- [ ] High
- [ ] Critical

Step-by-Step Execution Instructions

Write something...

Expected Response Time (ms)

Enter a number...

Features Tested

- [ ] Authentication
- [ ] Data Processing
- [ ] API Integration
- [ ] User Interface

Test Evidence/Screenshots

Upload File

Execution Date

Enter date...

QA Engineer Approval

Packaging, Labeling & Traceability

Audit of packaging integrity, correct application of identification labels, barcode readability, and the ability to trace the product back to production lot/raw material.

Batch/Lot Number

Write something...

Manufacturing Date

Enter date...

Expiry Date

Enter date...

Packaging Material Type

- [ ] Plastic
- [ ] Glass
- [ ] Cardboard
- [ ] Metal

Labeling Requirements

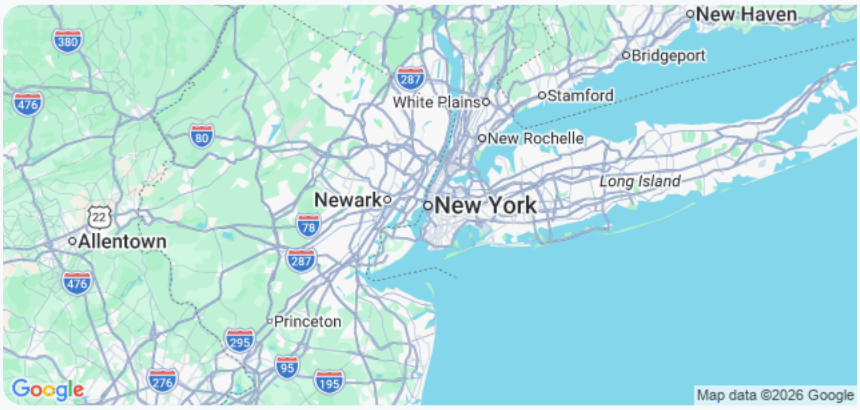
- [ ] Barcode
- [ ] QR Code
- [ ] Warning Symbols
- [ ] Nutritional Info

Packaging Artwork Approval

Upload File

Packaging Facility Location

Set My Current Location



Quality Assurance Sign-off

Material & Component Verification

Verification of raw material certificates (MTRs), hardness testing, and ensuring all sub-components match the approved Bill of Materials (BOM).

Verification Date

Enter date...

Batch/Lot Number

Write something...

Material Status

- ☐ Passed
- ☐ Failed
- ☐ Pending Inspection

Quantity Inspected

Enter a number...

Anomalies Detected

- [ ] Surface Damage
- [ ] Dimension Out of Tolerance
- [ ] Contamination
- [ ] Incorrect Labeling

Certificate of Analysis (CoA)

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Inspection Notes

Write something...

Inspector Signature

Non-Conformance & Corrective Action Tracking

Documentation of identified deviations, segregation of non-conforming parts, and initiation of the 8D or corrective action workflow.

Date of Non-Conformance Detection

Enter date...

Severity Level

- [ ] Critical
- [ ] Major
- [ ] Minor

Reference ID/Batch Number

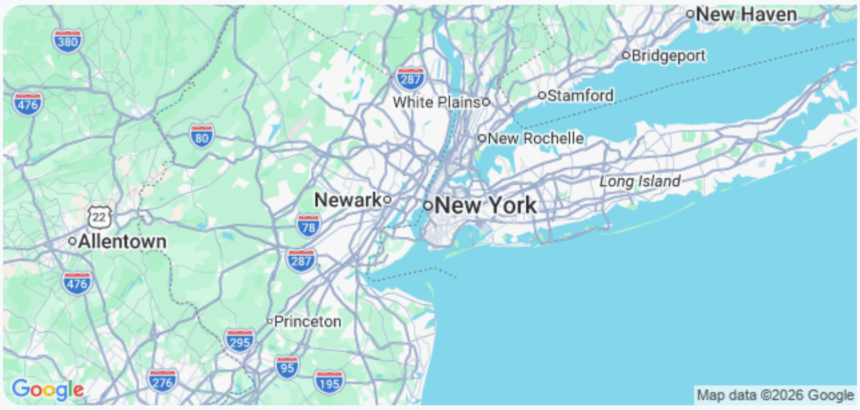
Write something...

Description of Non-Conformance

Write something...

Affected Area/Department

Set My Current Location



Root Cause Analysis

Write something...

Corrective Action Plan

Write something...

Target Completion Date

Enter date...

Evidence/Supporting Documentation

Upload File

Quality Manager Approval