

Layered process audit checklist

Use with your current work instruction, process control and customer requirements. This is an independent starter form, not an official AIAG CQI-8 document.

Date: _____ Site / process: _____

Shift: _____ Auditor / layer: _____

Checklist revision: _____ Expected-condition reference: _____

Result: Yes / No / N/A. Record the actual evidence and explain N/A. Link each No to a finding. Replace the questions with approved, observable process checks.

ID / example question	Evidence / expected reference	Result / finding ID
LPA-01 Does the available work instruction match the revision approved for this job?		
LPA-02 Does the material ID at point of use match the current job specification?		
LPA-03 Do displayed critical process settings match the approved setup range?		
LPA-04 Is the required error-proofing verification recorded for this production period?		
LPA-05 Is the selected gauge identified and within its required verification period?		
LPA-06 Can the sampled unit or container be traced using the required identification?		
LPA-07 Is rejected material identified and held as defined by the local procedure?		
LPA-08 Is the control for the selected closed finding still in place?		

LPA finding and verification

Finding ID: _____ Originating audit / check ID: _____

Follow-up field	Record details
Observed condition and evidence	
Immediate containment / escalation	
Agreed action / responsible owner	
Due date / current status	
Closure evidence at the process	
Verifier / verification date	

Record closure after the agreed action has been verified. A completed audit and a closed finding are separate events.