

COIPSI INSPECTION SERVICE

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Production Process Check list audit inspection
Normal process
FORM CODE NUMBER : 00212 DATE : 2023-12-24

COIPSI NO.:

Date of inspection :

Date of Inspection report :

Supplier website:

Supplier name :

Good name :

Saftey satey regulation	Reversion of test plan	Drawing or plan no	Control plan Or andix no	Sample serial no	Serial no	Part name
Saftey :S Saftey regulation: SR Regulation : R Not applicated : NA:						

The supplier production line,mulds,etc are ready to supply the product mass production or not.

<input type="checkbox"/> Inessential	● Essential (Can start mass production)	Mulds and production tools
<input type="checkbox"/> Inessential	● Essential (Can start mass production)	Production line

Process status resulting from the status of checklist sections:

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remarks	no PASS	Need edition	PASS	NA	importance	*saftey	Details description	INS CODE	ID
							Documentions		1
Any thing we have received from supplier should mention here					C C :- critical	ALL	Quality plan : Quality planing : FMEA: RPM	B	1-1
					C	ALL	Existence of the latest revision version of the customer plan and test plan (product and subsets) at the supplier's place	AB	1-2
SAPCO side should follow it up						ALL	Control of component drawings	AB	1-3
S SR R					C	SR	Identify S and R parameters and draw the characteristics matrix of product and process safety specifications	AB	1-4
							final result Quality process documentation: These are Phase 2 documents, SQA or Survey plan documents or similar documents Subset refers to parts of the final product that have a technical number defined the customer, and components are referred to as parts of the final product that do not have a technical number defined by the customer.		

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							BOM LIST AND ENTER RAW MATERIAL CONTROL		2
					C	ALL	compliance of raw materials and input components with verified BOM	AB	2-1
						S / N.S	Execution of approval cycle (according to the main contractor procedure) for incoming components and items (especially for items affecting safety items and CTFE)	AB	2-2
						ALL	Existence and adequacy of procurement technical data documents * provided to the subcontractor (procurement data must be approved by the supplier engineering and comply with the supplier's input control program)	AB	2-3
						ALL	Receive technical specifications report (Data Sheet or Test Report) from raw material suppliers	AB	2-4
SAPCO side should follow it up					C	ALL	Matching the quality of materials and input components (exchange and non-exchange) with the specifications defined in the control program	AB	2-5
					C	S / N.S	Perform input control tests for items affecting important specifications and safety by subcontractor or supplier	B	2-6
							final result	* Purchase technical data including map; technical documents ; Important product safety specifications; The	
							Y or W or S		

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							packaging documentation are the same.		
							The production audit		3
							Job set up (whole production line) Change shift plan	B	3-1
							Job instruction	B	3-2
							Preparing issued required	AB	3-3
						ALL	Necessary arrangements in the process based on records of quality problems (supplier line; and records received from Sapco on customer line and after-sales service) Update related documents, existence and execution of identification instruction for tracking the final product and semi-manufactured parts	AB	3-4
					C	ALL	Obtaining the tracking code from the customer and the existence and implementation of anti-error systems for label printing and engraving serial tracking for parts subject to part tracking to the IN car (according to paragraphs 16 and 17 of ENG-049 standard)	AB	3-5
					C	ALL	Compliance of production and control equipment with documents	AB	3-6

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					C	S/ N.S	Calibration of production measurement and control equipment and obtaining SAPCO method approval if required (obtaining method approval for control equipment related to safety parameter is required)	AB	3-7
						ALL	inspection instructions and records according to the control program (Product - during production)	B	3-8
							SPC PARAMETER Calculate and record process capability based on important product specifications (At least acceptable in accordance with the goals set by the customer)	B	3-9
						ALL	ZONE RED ZONE YELLOW Allocate special space for non-compliant and suspicious items and prevent them from mixing with ordinary parts	B	3-10
					C	S	Use enclosed areas with limited access for non-compliant safety items	B	3-11
					C	ALL	Suitability of production site and inspection in terms of order and lighting	B	3-12

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							5 S TERM .		
						ALL	Employing skilled and trained operators for specific workstations (refer to training records) Have mentioned to the technical guy and the alternative guy	AB	3-13
						ALL	(Existence of list of consumables and spare parts (with replacement and service period)	B	3-14
					C	S/ N.S	3-15 Pokayoke or mistake proving Or CTFE parameter A: very Important item B: important C: semi important item D: normal item E: less important item	B	3-15
						ALL	Packing instructions (partial product or end product)	B	3-16
						ALL	Existence of reference parts samples of OK and NOT OK components or their images in related workstations	B	3-17
							final res		

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							Y or W or S		
							Control tools; Laboratory and control of the final product		4
					C	S/ N.S	Method approval for specific control devices according to the control points agreed with SAPCO (obtaining method approval for control equipment related to safety parameter is required) CF checking fixture Calibration Repeat	B	4-1
						ALL	Existence of instructions on how to work with special control tools (gauges and fixtures) and test equipment in the laboratory	B	4-2
					C	S/ N.S	Perform tests according to the control program for the final product (especially important specifications and safety)	AB	4-3
					C	ALL	Approval of test equipment located in the production line (if required) and approval of laboratory devices by Sapco method	B	4-4

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						ALL	Simulation of customer line assembly conditions (according to spare parts; line speed; assembly tool; torque and similar things) if required	B	4-5
						ALL	Existence of a sample of the final product (preferably with the approval of the customer or customer representative) (This requirement is mandatory in mass production, but at this stage depends on the opinion of Sapco quality assurance expert) The sample must also match the final product.	B	4-6
							final res <div style="border: 1px solid black; padding: 5px; display: inline-block;">Y or W or S</div>		
							warehouse storage of raw materials and consumables / semifinal product of the final product		5
					C	ALL	Observation of expiration time of consumption and consumed materials/semi final product/ final product	B	5-1

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remarks	no PASS	Need edition	PASS	NA	importance	*saftey	Details description	INS CODE	ID
							First in --- first out First in --- last out Layout of warehouse Sort of gather in warehouse		
					C	ALL	Suitability of storage of raw materials and consumables / semifinal product of the final product (Sufficient space; announcement of fire extinguishing; and environmental conditions (temperature, humidity, etc.)) - (especially chemicals)	AB	5-2
						ALL	Anticipate the necessary measures to prevent wrong packaging and send the wrong model	B	5-3
						ALL	Suitability of storage conditions for molds and equipment (location; roofing; suitable environmental conditions and etc...)	B	5-4
						ALL	Attach the customer defined label containing the information on the pallet and package	B	5-5
						ALL	Match the product packaging with the packaging design	B	5-6
					C	S/ N.S	Identify and announce packaging and shipping risks affecting quality to the customer (for incoming items; semi-finished items and	AB	5-7

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							final product) and especially for safety characteristics		
							5 <input type="text"/>		
<p>Guide to determining the overall status of each section:</p> <p>1. In each section, "General section status"; If S, all questions are of importance C; Be in an acceptable condition and none of the other questions are in an unacceptable condition.</p> <p>2. In each section "General condition of the section"; Y will be if half of the questions in the section are in an unacceptable position or more than one question of grade C is in an unacceptable position (in sections where there is a question of grade C; the same question is the criterion) .</p> <p>3. In other cases; The "general condition of the section" will be W.</p>							<p>Safety:</p> <p>A : audit materials</p> <p>B : audit 8 hours working time materials</p> <p>AB :</p> <p>*</p> <p>ALL: are questions that are asked for all components (safety and non-safety).</p> <p>S: There are questions that are specific to safety components.</p> <p>S / N.S: There are questions that are asked for all parts but for safety parts the content and scope of the question is different.</p>		

The audit inspection inspectors				
On line or off line	Jon position	Company name	Family name	Name