




















Inhouse Audit Improvement Sheet

Date of Audit :
Auditor/s :
Auditee/s :

CATEGORY	QA		PRODUCTION				REMARKS
	FINDINGS	ILLUSTRATION	IMPROVEMENT ACTION	ILLUSTRATION	TARGET DATE	STATUS	
INLINE MACHINE 4	No WIP control, WIP were taken from other side without identification if it's the right item to be run.		<ul style="list-style-type: none"> - Orient the operator on proper picking of WIP at WIP Area for awareness. - Checking of JO versus Actual and Actual versus Tag/Label. - Additional Tag/label putting on the top of the WIP to easy identify the item base on item code,JO#, date and also the qty. of the item -Manual Browsing at feeder area(panels and part code). 	  	220920/220929	DONE	-UNDER MONITORING/CHECKING OF IMPROVEMENT
	There is an FG item found on top of the panels prior running.		<ul style="list-style-type: none"> - Orient the operator regarding placing of FG on the unfinished job at WIP area (morning meeting). 		220920	DONE	
	There is found panels that was on top of the item which were facing down. And immediately put on the feeder without browsing.		<ul style="list-style-type: none"> -Orient the operator for proper checking of panels,checking JO versus actual and do the manual browsing for all items run. - call the attention of assigned sub-leader regarding to the abnormality that encounter to verify what action to be done before using/proceed to process. 	 	220929	DONE	
	Continue running while the barcode scanner was still on error. And the lock of the barcode were open the whole time of running.		<ul style="list-style-type: none"> -Remind all operator regarding to the use of barcode scanner and the purpose of the locked. - only senior operator (folder)/sub-leader keep the key of the panel to avoid skipping of process. 		220920	DONE	
	Continue running after barcode scanner have error, folder only press the button on the control panel to continue.		<ul style="list-style-type: none"> -Remind the operator regarding on skipping the process especially on running without prior checking of machine error and also remind them to wait for the signal of the feeder operator to reset/continue running after verifying the error of the machine. 		220920	DONE	
	No proper label or tag on the WIP items.		<ul style="list-style-type: none"> -Remind the operator on proper tagging and the purposed of the tag label. - hold the item w/o proper tag/label and feedback it to the assigned sub-leader for the verification and action to be done. 	 	220920	DONE	
	Items from salvage were mix up on the WIP items for running. (Salvage item must be run on the last process prior next job.)		<ul style="list-style-type: none"> -Remind the operator regarding to the additional process improvement and checking of the caster before start of the shift for the indication of rework item from salvage. 	 	220920	DONE	