



FREE CHECKLIST · LAYERED PROCESS AUDIT

Layered Process Audit Checklist

A ready-to-use Layer-1 audit checklist from the Standardization & Audit Kit — the 10-15 minute floor check that catches drift before it ships. Print it, or type into it. The full kit adds the SOP template and the layer/frequency schedule.

A free sample from The FloorSignal Floor Kit. getfloorsignal.com

LAYER-1 LPA — AUDIT CHECKLIST TEMPLATE

10–15 minutes at the station. Every 'No' needs an action.

AREA / STATION	AUDITOR / LAYER	DATE / SHIFT

CHECK	OK	FINDING / ACTION IF 'NO'
Current SOP present at the station and legible?	☐	
Operator following the documented work sequence?	☐	
Correct gauges present, in calibration date?	☐	
Error-proofing / poka-yoke present and functioning?	☐	
Correct material and labels; FIFO observed?	☐	
Reaction plan known — operator can say what to do on a defect?	☐	
Station clean and organised (5S); nothing out of place?	☐	
Previous audit's actions closed?	☐	

Layer-1 checklist per AIAG CQI-8. Synthetic template. Verified July 2026.



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Built by a manufacturing operator, for people who run floors.