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	STANDARD: **ISO 9001:2015 & OSHA 29 CFR 1910.1200**	AUDIT FREQUENCY: **Daily Pre-Shift**

Assembly Line Quality Control Daily Log Sheet

Operational Scope: This log sheet establishes mandatory daily quality control verification protocols for active assembly lines to ensure zero-defect output and process compliance. It mitigates mechanical failure and non-conforming product risks in alignment with strict operational safety mandates.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Steel-Toe Boots (ASTM F2413), Cut-Resistant Work Gloves, High-Visibility Vest, Hearing Protection (NRR 25+)
PREREQUISITES:	Verify calibration of all inline measurement tools and gauges against master standards. | Ensure the immediate workstation is clear of foreign object debris (FOD) and obstruction hazards. | Review previous shift handover notes and pending corrective action reports.

PRE-OPERATION CALIBRATION & EQUIPMENT INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Torque Wrenches & Drivers**	Verify calibration sticker is valid and execute digital verification check within +/- 2% tolerance.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Conveyor Belt Speed & Alignment**	Inspect belt tracking, ensure zero fraying along edges, and confirm speed matches baseline production rate.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Automated Vision Inspection Systems**	Run test part sample with known defects to confirm camera triggers rejection mechanism accurately.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

IN-PROCESS QUALITY & COMPONENT VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Raw Material Lot Compliance**	Cross-reference incoming raw material lot numbers with Bill of Materials (BOM) and material test reports.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**First-Piece Inspection Sample**	Measure first assembled unit against engineering drawings using calibrated calipers and height gauges.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Fastener & Component Seating**	Inspect visual alignment, depth, and flushness of installed fasteners across sampled units.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Electrostatic Discharge (ESD) Grounding**	Verify wrist straps, grounding mats, and workstation earth continuity test green via ohm meter.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

POST-PROCESS PACKAGING & TRACEABILITY AUDIT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Barcode & Serial Number Scanners**	Scan random finished goods labels to ensure 100% read rate and correct database linkage.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Packaging Integrity & Palletization**	Check box sealing, correct cushioning placement, and pallet stretch wrap tension standards.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Non-Conforming Material Quarantine**	Ensure red-tagged scrap bin is locked, segregated from production, and properly labeled.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Quality Inspector / Lead Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Quality Assurance Supervisor / Plant Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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