Layered process audit checklist

Ten checks on how the process is really running, each with what good looks like. Every layer asks the same questions at its own rhythm. Tick ✓ when the process matches, × when it doesn't. Every × is a finding: write it on page 2 and give it **one owner and one date**.

PROCESS / LINE _____ AREA _____ WEEK OF _____ SHIFT _____

#	Check: what good looks like	Layer 1 Team leader	Layer 2 Supervisor	Layer 3 Manager
1	**Current standard work is at the process.** Standard work for the process is posted or at hand, and is the current revision.	✓ ×	✓ ×	✓ ×
2	**Key process controls are followed.** The checks and limits the control plan requires are being done, on time, and recorded.	✓ ×	✓ ×	✓ ×
3	**Material flows without avoidable stoppage.** No starved or blocked stations, overproduction, or WIP beyond the marked limits.	✓ ×	✓ ×	✓ ×
4	**Every role is covered and knows its job.** Every required position is staffed, and the people in it can say what they are responsible for.	✓ ×	✓ ×	✓ ×
5	**In-process quality checks are done and recorded.** Every required check for this shift so far is recorded, with results in limits or acted on.	✓ ×	✓ ×	✓ ×
6	**Downtime and its causes are recorded.** Every stoppage this shift is logged with a cause.	✓ ×	✓ ×	✓ ×
7	**Metrics are posted and current.** The area's board shows today's or this shift's numbers, and the team can explain them.	✓ ×	✓ ×	✓ ×
8	**Repeat problems have an owner and a due date.** Every problem seen more than once has an item with an owner and a due date that hasn't passed.	✓ ×	✓ ×	✓ ×
9	**Handoffs are recorded.** The shift handoff is written down and covers open problems, safety concerns and what's running.	✓ ×	✓ ×	✓ ×
10	**Improvements are still in place.** Every improvement made in the last quarter is still in use and written into the standard.	✓ ×	✓ ×	✓ ×

Who walks each layer, and how often. A common rhythm: layer 1 every shift, layer 2 every week, layer 3 every month. Fill in yours:

LAYER 1: NAME & RHYTHM _____ LAYER 2: NAME & RHYTHM _____ LAYER 3: NAME & RHYTHM _____

Findings: one owner, one date

A layered audit only works if what it finds gets fixed, and the next layer up can see that it was. For each ×: which layer found it, what is wrong, who owns the fix, when it is due, and who checked it was done. The person who checks should not be the person who fixed it.

#	Layer	Check / what is wrong	Owner	Due	Fixed	Verified by
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Running layered audits on paper? Vector Operations Pro runs these same ten checks on each person's phone (iPhone or Android). Every × becomes an item with a photo, one owner and a date, and an email when it's theirs. Overdue work climbs the org chart on its own, and every walk, its findings and its fixes stay on one record. Ask for your own demo plant at **support@vectorxpro.com**.