

In-Process Inspection Record

Patrol checks through a production run

Part number	_____	Job / work order	_____	Revision	_____
Machine / cell	_____	Operator	_____	Date	_____
Lot / batch	_____	Run quantity	_____	Check frequency	_____

Checks

Time	Piece #	Feature checked	Spec	Actual	In tol.	Action taken	Init.

Total inspected	_____	Total rejected	_____	NCR raised?	_____
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Inspected by	_____	Date	_____	Reviewed by	_____	Date	_____
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An out-of-tolerance reading is not just one bad part. Everything back to the last good check is suspect. Record the piece number, not just the time — it is the only thing that lets you bracket the affected material later.

Write down what you did about it. “Adjusted offset”, “changed insert”, “quarantined pcs 40–62”. A row that records a problem and no action is the finding an auditor will circle.