

CHECK YOUR FACILITY'S FITNESS!

Physical Foreign Material Control

Date of Current Review: _____

Reviewed by: _____

Date of Previous Review: _____

Date of Next Scheduled Review: _____

Point of Inspection	Finding	Corrective Action	Preventive Action
Is there a written program for the control and monitoring of foreign matter?			
Does the written program outline monitoring and verification frequencies, locations, and tests to be performed for all detection devices?			
Are monitoring procedures established for all detection devices?			
Is the individual or group responsible for monitoring, verification, and calibration identified?			
Does documentation show that established procedures are being followed?			
Does the program identify a specific size of monitoring test pieces to be used?			
Are calibration procedures, including documentation, outlined in the written program?			
Is there a procedure for source investigations, corrective action, and documentation when unexpected findings occur?			
Are all foreign matter findings recorded on the appropriate device log?			
Is there a procedure for handling repeated or unusual rejects?			

IF THE PLANT USES METAL DETECTORS OR X-RAYS

Do metal detector monitoring and verification checks include ferrous, non-ferrous, and stainless steel materials?			
Do monitoring and verification checks include the reject mechanism?			
Are the current day's monitoring records verified for all operational units?			
Were the previous 5 day's monitoring records completed at the required frequency?			
Were 3 records from the previous month completed at the required frequency?			
Were 3 records from the previous 3 to 6 months completed at the required frequency?			
Are all operational detectors working at the time of the audit?			
Is a metal findings log available and up-to-date?			
Was follow-up completed and available for the last 5 metal findings?			
Can the plant verify that there are no continuing metal issues (similar issue occurring three or more times) in finished product in the last 12 months?			

IF THE PLANT USES MAGNETS

Are the current day's magnet records complete?			
Are the previous day's magnet records complete?			
Were 3 records from the previous month checked and found complete?			
Were 3 records from the previous 3 to 6 months checked and found complete?			
Are all operational magnets working at the time of the audit?			
Is documentation of the last 4 metal finds available for review?			
Is documentation, including follow-up action, complete?			
Is a verification procedure established to test the magnet strength?			

IF THE PLANT USES SIFTERS

Are tailings/findings inspected no less than daily?			
Are all findings documented in the sifter tailing log?			
Are sifters disassembled, cleaned, and inspected weekly?			