



# Audit Worksheet – Safety

Are the areas safe?



1. Are all potentially hazardous areas marked?

- 1. Hazardous areas are not marked.
- 2. We know that the defining and marking of hazardous areas are an issue and we are working on it.
- 3. We are in the process of identifying and marking hazardous areas.
- 4. We just completed identifying and marking hazardous areas or areas are identified but not marked very well.
- 5. All hazardous areas are identified and clearly marked.

**Goal: To identify and mark all hazardous areas such as, lift area, storage, electrical and fire clearance and items.**

2. Is personal protective equipment in use at all times when required?

- 1. We do not enforce the wearing of personal protective equipment.
- 2. We know we have an issue enforcing the wearing of personal protective equipment, we are working on it.
- 3. We are in the process of designing an enforcement system.
- 4. We just started to enforce the wearing of personal protective equipment.
- 5. The wearing of personal protective equipment is maintained and enforced.

**Goal: To enforce the wearing of personal protective equipment when required.**

3. Is OSHA information posted and up to date?

- 1. We do not post any OSHA information.
- 2. We know we should post all OSHA information and will get to it.
- 3. We are working on a method of posting the required OSHA information.
- 4. We just posted the required OSHA information or they are posted but never viewed.
- 5. All required OSHA information has been posted and updated as required.

**Goal: By federal law, all shops must post the required OSHA information.**

4. Is there adequate room between equipment, walkways and storage areas?

- 1. We are cramped and are starving for space.
- 2. We know that we need to thin out our equipment and are working on a plan.
- 3. We are in the process of reorganizing the shop, removing unused equipment and improving storage areas.
- 4. There is adequate room but improvements could be made.
- 5. The equipment is adequately spaced.

**Goal: To have adequate room between machines, walkways and storage areas, to improve shop safety.**

5. Participation in the NTMA Safety Award Program or other similar type of safety program?

- 1. We do not participate in any safety award program.
- 2. We would like to participate and will locate a safety awards program.
- 3. We are in the process of submitting the information for the award program.
- 4. We participated in the program but did not win the award.
- 5. We are winners of a Safety Award.

**Goal: To make safety a main issue and reward the safe shops.**

**Photo ideas: Marked hazard areas, shop shot, photo of award**

**Safety Total Score: \_\_\_\_ Class A 25-22. B 21-19, C 18-16, D less than 15**



## Audit Worksheet – Sort



Get rid of clutter. Separate out what is needed for the operations

1. Is the shop environment uncluttered?

- 1. Tools, materials, equipment, are all over the place, nothing has a home.
- 2. We know clutter is an issue and started working on a plan to clean up.
- 3. Clean up is in progress.
- 4. We just completed cleanup and sorting process, our shop is uncluttered but could be improved.
- 5. Sorting systems are working and clutter is under control.

**Goal: To have a clean, neat and organized shop.**

2. Are all materials and tools stored neatly?

- 1. Materials and tools are found throughout the shop and are not in any form of organized storage.
- 2. We know material and tool storage is an issue and started working on an organization plan.
- 3. Putting away all unused tools and materials, organized work areas.
- 4. We just completed organization process or the shop is somewhat organized but could use improvement.
- 5. Material and tool storage is under control.

**Goal: To have organized work areas, to have out only the needed tools and material. Have a storage place for materials and tools throughout the shop.**

3. Are provisions and parts identified with status and properly stored?

- 1. Hardware, spare and/or samples parts are not marked or stored.
- 2. We know provisions and parts identified are an issue and started working on a control plan.
- 3. We are working on a recognition system to reinforce the program.
- 4. We just completed organization and identification of provisions and parts or organization and identification are being preformed but could be improved.
- 5. Organization and identification of provisions and parts are under control.

**Goal: To have all hardware, raw material, casting parts in-process, samples properly identified and stored.**

4. Was employee 6S training provided and documented?

- 1. Employees are not trained.
- 2. We are planning the training of our employees.
- 3. Training is in progress.
- 4. We just completed basic 6S training, but more detailed training will be needed.
- 5. Employees are preforming their 6S tasks as required.

**Goal: To train employees in the 6S program.**

5. Are unnecessary personal belongings properly stored away from public areas?

- 1. We have no process to control employee's belongings.
- 2. We know personal belongings are an issue and started working on a plan to clean up.
- 3. Storing of employee's personal belongings is in progress.
- 4. We just completed storing of employee's personal belongings or we have some controls in place but they could be improved.
- 5. Employees have been keeping their personal belongings out of public areas.

**Goal: to have a place to store personal items like coats or food, lunch or break areas, some personal small family photos (in toll box tops) are ok. Work areas should look clean and organized, with tools out only required for the operation.**

**Photo ideas: stored provisions and/or tooling, general overall shop photos.**

**Sustain Total Score: \_\_\_\_ Class A 25-22, B 21-19, C 18-16, D less than 15**



## Audit Worksheet – Set-in-Order

Is there a place for everything and is everything in its place?

1. Is the complete shop organized?

- 1. Our shop is not organized; equipment is not organized in any department.
- 2. We know organization is an issue and started working on a plan.
- 3. Shop organization is in process.
- 4. We just completed the shop organization or our shop is somewhat organized but could use some improvement.
- 5. Shop organization is improving workflow.

**Goal: To have an organized shop, remove equipment not being used, make more working space. Improve workflow. .**

2. Are all work and storage areas defined and marked?

- 1. We do not have defined work and storage areas.
- 2. We know defining and marking work and storage areas is an issue and started working on an organization plan.
- 3. We are in the process of defining and marking work and storage areas.
- 4. We just completed defining and marking work and storage areas or work and storage areas are somewhat defined and marked, but could use improvement.
- 5. Defining and marking storage areas under control.

**Goal: To have a defined storage and work area.**

3. Are all tools required for the operation at hand?

- 1. Employees are not given tools required and waste time searching.
- 2. We know tool control is an issue and started working on a control plan.
- 3. We are working on a tool control plan.
- 4. We just completed our tool control process or we have a toll control system in place but it needs some improvements.
- 5. The process for tool control is working and improving process flow.

**Goal: To have a tool control system in place, to improve the process flow.**

4. Are shadow boards in use?

- 1. We do not use any shadow boards.
- 2. We are designing and planning shadow board use.
- 3. We are in the process of installing shadow boards throughout the shop.
- 4. We just completed installing shadow boards, did not mark tool location until we complete total process or we use some shadow boards but need to install a few more.
- 5. Shadow boards have been in use and all tool locations are marked.

**Goal: To organize commonly used tools in work areas onto shadow boards.**

5. Are items put away after use?

- 1. We do not train our employees to clean up and put tools away before the next operation and/or job.
- 2. We know tool clean up is an issue and started working on a plan to enforce.
- 3. Clean up of work areas and putting away of unneeded tools is in progress.
- 4. We just completed storing of unneeded tooling or we need to improve our current system.
- 5. Employees have been trained and are only keeping the required tool out for the current process. .

**Goal: to train employees only to have the tools out required for the current process or operation, tools should also be identified.**

**Photo ideas: identified storage, shadow boards, work area photos.**

**Set-in-Order Total Score: \_\_\_\_\_ Class A 25-22. B 21-19, C 18-16, D less than 15**



## Audit Worksheet – Shine

Clean work areas, equipment throughout the facility.



1. Are the shop, office and restrooms clean and presentable?

- 1. Our shop, offices and restrooms are not clean.
- 2. We know cleanliness is an issue and we are working on a cleaning plan.
- 3. Cleaning the shop, offices and restrooms are in process.
- 4. We just completed cleaning out the entire shop including offices and restrooms or we have a cleaning program but it could use some improvement.
- 5. The entire shop is being kept clean at all times.

**Goal: To have a clean shop, even the restrooms and to have a system in place to keep it clean.**

2. Are the walkways free of oil, coolant, debris and/or chips?

- 1. Our walkways are not free of oil and chips.
- 2. We know keeping the walkways clean is an issue and started working on a plan to control it.
- 3. We are in the process of cleaning the walkways and working on methods to keep them clean.
- 4. We just completed the walkway cleaning and prevention process or they are ok but could be cleaner.
- 5. Walkways are being kept clean and free of oil and chips at all times.

**Goal: To have walkways clean of chips and oil to improve employee safety.**

3. Is the shop well lit? (Task and general lighting)

- 1. Our shop is not very bright and well lit.
- 2. We know lighting is an issue and started working on an improvement plan.
- 3. We are working on improving the lighting.
- 4. We just completed updating the lighting or the lighting is ok and could be better.
- 5. The lighting is very good.

**Goal: To have the best possible lighting available for your employees. Improved light levels at work areas to reduce eye stress.**

4. Is the equipment cleaned and maintained?

- 1. We do not clean or maintain our equipment very well.
- 2. We know we have an issue with machine maintenance and are working on a plan for improvement.
- 3. We are in the process of cleaning the equipment and performing maintenance.
- 4. We just completed cleaning the equipment and performing maintenance or maintenance and cleaning is performed but could be improved.
- 5. All equipment is regularly cleaned and maintained.

**Goal: To improve equipment reliability through scheduled maintenance.**

5. Is the building well maintained?

- 1. Our building is not very well maintained.
- 2. We know building maintenance is an issue and started working on a plan to improve it.
- 3. A building maintenance program is in progress.
- 4. We just completed our building maintenance or our building is maintained fairly well but could be improved.
- 5. Our building is well maintained and receives scheduled maintenance.

**Goal: A well-maintained building reduces lost working hours due to building safety issues, roof leaks and electrical power issues.**

**Photo ideas: Walkways, outside of building, office shot, overall shine shop photo.**

**Shine Total Score: \_\_\_\_\_ Class A 25-22. B 21-19, C 18-16, D less than 15**



## Audit Worksheet – Standardize

Establish schedules and methods of performing the cleaning and organizing.



1. Does each area have a schedule to preform maintenance?

- 1. We do not use maintenance schedules.
- 2. We know we need maintenance schedules and are planning on designing them.
- 3. Maintenance schedules are being designed.
- 4. We just completed the implementation of maintenance schedules or we have schedules but they could use improvement.
- 5. We use maintenance schedules and have helped reduce machine down time and have kept the shop cleaner and safer.

**Goal: To use maintenance schedules to improve machine down time and to help keep the shop cleaner and safer.**

2. Are the schedules adequate for the areas or machines?

- 1. We do not use maintenance schedules.
- 2. We use schedules but do not audit them.
- 3. We are in the process of designing an audit system to check the schedules.
- 4. We just completed auditing the schedules or we have audit schedules but they need some improvement.
- 5. All maintenance schedules are audited adequately.

**Goal: To have an audit system to assure all your maintenance schedules are adequate for the areas or machines.**

3. Are e methods adequate for the areas or machines?

- 1. We do not use maintenance.
- 2. We use schedules but do not audit to see if the maintenance methods are adequate.
- 3. We are in the process of designing an audit system to check the maintenance methods.
- 4. We just completed auditing the maintenance methods or we have some methods that need improvement.
- 5. The maintenance methods are adequate for all areas and machines.

**Goal: To have an audit system to assure all your maintenance methods are adequate for the areas or machines.**

4. Are similar work areas standardized?

- 1. We do not have work areas or the similar work areas we have are not standardized.
- 2. We know work area standardization is an issue and started working on a plan to improve.
- 3. We are in the process of standardizing all similar work areas.
- 4. Work areas have just been standardized or the work areas are somewhat standardized but could use improvement.
- 5. All similar work areas are standardized so employees can move between them and find all tools needed to complete the operation.

**Goal: To have all similar work areas standardized so as to make it easier for any employee to move between work areas with ease.**

5. Are trash bins, chips and scrap/recycle containers emptied on a regular basis?

- 1. We do not empty trash and chip bin until the over-flow.
- 2. We know the emptying of trash and chips are an issue and started working on a plan to enforce.
- 3. We are in the process of defining a schedule.
- 4. We just completed enforcing the schedule or we have a schedule but it could use improvements.
- 5. The trash and chips are emptied using a schedule as to prevent them from overflowing.

**Goal: To have an efficient schedule of emptying the trash and chips to prevent overflow.**

**Photo ideas: similar work areas, chip storage areas.**

**Standardize Total Score: \_\_\_\_ Class A 25-22. B 21-19, C 18-16, D less than 15**



# Audit Worksheet – Sustain

Audit and monitor the schedules. Stick to the rules



1. Are the maintenance and schedules audited?

- 1. We do not have maintenance schedules.
- 2. We preform maintenance as scheduled but do not audit them.
- 3. We are designing audit for the maintenance and their schedules.
- 4. We just completed auditing the maintenance and schedules or we audit, but the process needs improvement.
- 5. We audit maintenance and schedules, revise them if required.

**Goal: To have a system of auditing the maintenance and their schedules and to revise them as required, assuring sustainment.**

2. Is there a system to display the audit results?

- 1. We do not have maintenance schedules.
- 2. We preform maintenance as scheduled but do not audit them.
- 3. We are in the process of creating a system to display our audit results.
- 4. We just started displaying the audit results or we post the results but the results are not defined and needs improvement.
- 5. We have been displaying the maintenance audit results and have received positive feedback.

**Goal: To have a system of displaying audit results so improvement can be made.**

3. Is there any type of recognition system to reinforce the program?

- 1. We do not have maintenance schedules
- 2. We preform maintenance schedules and have a system to reinforce them.
- 3. We are working on a recognition system to reinforce the program.
- 4. We just have a recognition system to reinforce the program or we have a system but it does not get the results and needs improvement.
- 5. Our recognition system to reinforce the program is working to keep process fresh.

**Goal: To have a recognition system to reinforce the program, such as an award for the most improved or cleanest area or as simple as a suggestion box, or giving a lunch to the employee with the best idea that month.**

4. Are the maintenance and schedules adequate to sustain results?

- 1. We do not have maintenance schedules.
- 2. We preform maintenance as scheduled but do not audit them.
- 3. We are reviewing our audit process to find a sustaining measuring method.
- 4. We just started measuring our audits for sustainability or we need to improve our audits.
- 5. The results of our audit show that our maintenance and their schedules are sustaining the system goals of the 6S program.

**Goal: To have a measureable system to check your system's sustainability.**

5. Are the programs discussed at key meetings?

- 1. We do not have key meetings.
- 2. We have a 6S program but do not discuss it at our key meetings.
- 3. We will be adding the 6S program to our future key meeting agenda.
- 4. We just started to review our 6S program at our key meetings or reviewed with little discussion.
- 5. Management reviews audit results at all key meetings.

**Goal: To have management buy-in and to open up discussions about the benefits of the 6S program at key meetings.**

**Photo ideas: Photo of displayed audit results and/or maintenance schedules.**

**Sustain Total Score: \_\_\_\_ Class A 25-22, B 21-19, C 18-16, D less than 15**

**Total Score: \_\_\_\_ Class A 150-136, B 135-116, C 115-90, D below 90**