

Operator Standardized Work Audit

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|--|------|----------------|--------|--------------|--|
| Date | | Supervisor | | Area Audited | |
| 2 nd Level Audit | Name | | | Date | |
| 3 rd Level Audit | Name | | | Date | |
| Observables | | | Yes/No | Comments | |
| Are the standard work charts up to date? | | | | | |
| Are the standard work charts visible? | | | | | |
| Is the cell or line staffed properly? | | | | | |
| Are the proper std work doc. displayed for current job | | | | | |
| Are the walk patterns being followed? | | | | | |
| Is the work being performed to the station chart? | | | | | |
| Are parts presentation devices in their proper location? | | | | | |
| Are the parts presentation devices used correctly? | | | | | |
| Are the production targets updated to the posted plan? | | | | | |
| Is the day by hour board being updated hourly? | | | | | |
| Is Mgt. auditing the production reporting boards? | | | | | |
| Cycle Time | | Observed Times | | | |
| Comments/Corrective Actions | | | | | |
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Quality

| Item | Initials | Item | Initials |
|--|----------|--|----------|
| All materials are properly marked | | Rework/repair materials are properly segregated | |
| Gages are current and up to date in calibration | | Scrap is being removed from the work area frequently | |
| Quality checks are being performed as prescribed | | Logs are up-to-date and filled out properly | |
| Comments and Corrective Action | | | |
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Pull System/Material Replenishment Route Audit

| Item | Initials | Item | Initials |
|--|----------|--|----------|
| Do all materials in the supermarket have a pull card as prescribed? | | Have sequence wheels or pattern boards been run in the proper order. | |
| Are parts that have reached a minimum level triggered at the upstream process? | | Route stops are visually evident and contain a schedule for delivery/pickup. | |
| Are FIFO lanes being run correctly (no re-ordering of signals/material) | | Proper levels of materials and dunnage are present at stops. | |
| Material delivery drivers are updating day by the hour logs. | | Counts of pull cards verify proper number of cards available. | |
| Comments and Corrective Action | | | |
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Setup/SMED Audit

| Item | Initials | Item | Initials |
|--|----------|--|----------|
| Setup tracking logs are posted in defined locations. | | Setup tooling is properly stored. | |
| Setup standardized work is visually posted in the area. | | On-base storage of next setup tooling is located close to area. | |
| Setups are being properly logged. | | Next changeover material verified prior to setup. | |
| Targets for setups are defined on tracking form and up to date. | | Setup teams are aware of next setup and ready to execute setup. | |
| Setups that take longer than the defined targets are analyzed and root cause corrective actions are being implemented. | | Home places have been defined for setup tooling and are highly visual. | |
| Observed Changeover Activity | | | |
| Date | | Area | |
| Changeover is properly staffed | | No external activity were observed internally to the changeover | |
| Operators were following the changeover standardized work. | | | |
| Comments and Corrective Action | | | |
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