

# STANDARD WORK AUDIT

1. Record the Standard Work and Revision number being audited.
2. Can worker easily locate and retrieve the current version of the Standard Work?
3. Does the training matrix reflect that the worker has been sufficiently trained for the task they are performing, and is the worker signed-off on the Standard Work?
4. Is the worker using PPE as intended?
5. If not, correct the issue, and record the nature of problem.
6. Does the worker follow the correct sequence of steps?
7. Can the worker tell you all the steps in the correct sequence?
8. If applicable; Does the worker meet his/her cycle time? You will need to observe & time 5 cycles
9. Does the worker know the overall purpose and goal of process?
10. For each process step, can worker state key points and why they perform the process the way they do.
11. Safety and Ergonomics appear to not be a problem. If so, record the issue to address or correct.
12. Ask if the worker has any ideas for improvement?
13. What were the employee's ideas for improvement, if any?
14. Is there any evidence of audits for this process in past 60 days?
15. Are there any action items from a previous audit of this Standard Work Process that are still unresolved?
16. Auditor: Present results to team leader and verify that issues are added to an action item list.

Team Leader \_\_\_\_\_

Auditor \_\_\_\_\_

Date \_\_\_\_\_