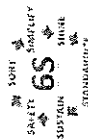




6S CHECKLIST

ASSEMBLY, MAINTENANCE & OVERHAUL



INSTRUCTION: Rate each item according to the following scores. Calculate each "5" total score and overall 6S total score at the end of the sheet.

6S	WHAT QUESTION SHOULD BE ASKED	CRITERIA	SCORE	Comments
SORT (Removing unnecessary items and clearing up the area)	Are all items necessary for performing work removed from the work area?	Only needed tools and materials are located in the workstations.	2	
	Are tools / parts / equipment in maintenance or on the shop floor easily identified? (ie. WIP, scrap, etc.)	Color coding must be followed when applicable. Scrapped items must be disposed off in designated scrap containers / areas.	2	
	Are flammable chemicals and materials kept in the flammable container?	For flammable materials only.	1	
	SORT Total Score			
SIMPLIFY (Workplace orderliness)	Are specific test/work areas, tools, equipments, and supplies identified?	Labels for specific work / test areas and equipment.	2	
	Are tools, equipments, test computers, trolleys arranged neatly and stored in a manner that they are kept clean and free of any risk of damage?	Equipments, cables and test computers should be arranged properly to minimize damage.	3	
	Are necessary tools and equipments returned to their appropriate location? Is there a place for everything and everything in its place?	No overlapping of hand tools in tool boxes. Large hand tools are either hanged in shadow boards or placed in racks.	2	
	Are walkways and workstations marked and can be identified at a glance?	Markings must be clear and easily identifiable (eg. stickers, paint, etc.)	2	
	Are the top of all shelves, cabinets or equipments cleaned of any object?	Nothing should be placed on top or under and nothing leans against the walls or columns.	2	
	Are all documents necessary to perform work at the workstation?	No scattered procedures and checklist. Tool paperworks should be filed properly if not required.	3	
	Are personal belongings stored neatly?	Lunch boxes, bags and personal drawers stored and arranged properly.	2	
	Are areas behind and under the machines/equipment clear of clutter?	Absolutely no objects should be present on top, under and behind machines / equipment.	3	
	Are tools (saws, stators, housings, etc) on the floor placed in proper pallets/beams/blocks? Are they organized neatly with minimum trip hazard?	Tools (saws, stators, housings, etc) on the floor must be on pallets, beams or wooden blocks with stoppers to keep them from rolling off.	3	
	Are unused trolleys, stands and carts arranged neatly in a vacant space of the workplace?	Unused fixtures should be placed in a vacant space in the workshop floor and arranged neatly.	3	
	SIMPLIFY Total Score			
	SHINE (Workplace cleanliness)	Are the floors clean?	Floors should be free of debris, oil and dirt.	3
Are tooling and equipments kept clean and unsoiled?		No grease, oil and mud in equipments and hand tools.	3	
Are the test equipments free of leaks and messes?		No clutter in test fixtures. Oil filling fixtures should not have leaks.	2	
Are machines and large equipments kept clean and unsoiled? Are there any grease, oil or rag left on the tooling or machines?		No grease, oil and mud in dash board controls, gauges, deflector and safety panel. Rags should be removed and disposed off properly.	3	
	Are tool trolleys, carts free of excess oil, grease, water and grime? Are there any trash or unused rags on them?	No grease, oil and mud in trolleys and carts. All trash and rags must be disposed off properly.	3	
SHINE Total Score				
STANDARDIZED (Standardization of 6S procedures)	Is there a visual display board showing 6S progress in the work place?	Display board must display 6S progress.	1	to be implemented
	Are 6S checklist filed properly after every 6S walkaround?	6S checklist must be filed after every walk around.	1	to be implemented
STANDARDIZED Total Score				
SUSTAIN (Discipline for ongoing 6S achievements)	Are 6S standard procedure in place for housekeeping, regular inspection and work place organization?	6S walk around schedule.	1	
	SUSTAIN Total Score			
SAFETY (Eliminate safety hazards in the workplace)	Are PPE sufficient and worn properly?	Adequate supply and proper use of PPE.	2	
	Are load ratings displayed in all load bearing storage cabinets and racks?	Should be painted clearly and in bold letters/numbers. Load plates should be clearly visible, embossed characters should be clear.	1	
	Are shelves, tool boxes and carts loaded evenly and are not overloaded?	Drawers should slide freely.	3	
	Are chairs, tables and workstations in proper shape? There should be no loose casters, wobbly/peint table legs on the shop furniture.	No defective furnitures and fixtures.	3	
	Are JSA/RIA or SOP's posted on machines and work stations? Are they updated?	JSA/RIA should be updated annually, while SOP's should be the current version. They should be posted on each machine and work stations.	1	
	SAFETY Total Score			
6S GRAND TOTAL			57	

Scoring system:	26 - 39: NOT IMPLEMENTED	Improvements required	Assessor:	Anibal Velasco
	40 - 64: PARTIALLY COMPLETED	Improvements required	Area assessed:	Laboratorio Posa Rica
	65 - 78: ACHIEVED with little or no adjustments	Sustainability required	Date:	24-Dec-12