

6s Assessment and Tracking

Notes:

This Template is for Assessing a Manufacturing or Office cell's Workplace Organization, or 6s.

Instructions:

For ease of use, print off the Assessment Forms for Manufacturing or office and physically walk with a representative from the cell while they make an **assessment**.

Important Note: This is not an audit. Audits expose 'non-conformances' to procedures. This is an assessment designed to baseline a cell and identify areas of opportunity to drive Continuous Improvement. Then, either use the Data Entry Work Cell to populate the radar chart or create a Radar Chart Manually and post the chart in the area along with the Opportunities you discovered.

Make weekly assessments to ensure Continuous Improvement. Create and post the Radar Chart in each cell with an additional chart that displays the improved 6s Score over time. It is not important what the score is *today*. It is, however important that the score has increased over time. This trend is validation of Continuous Improvement.

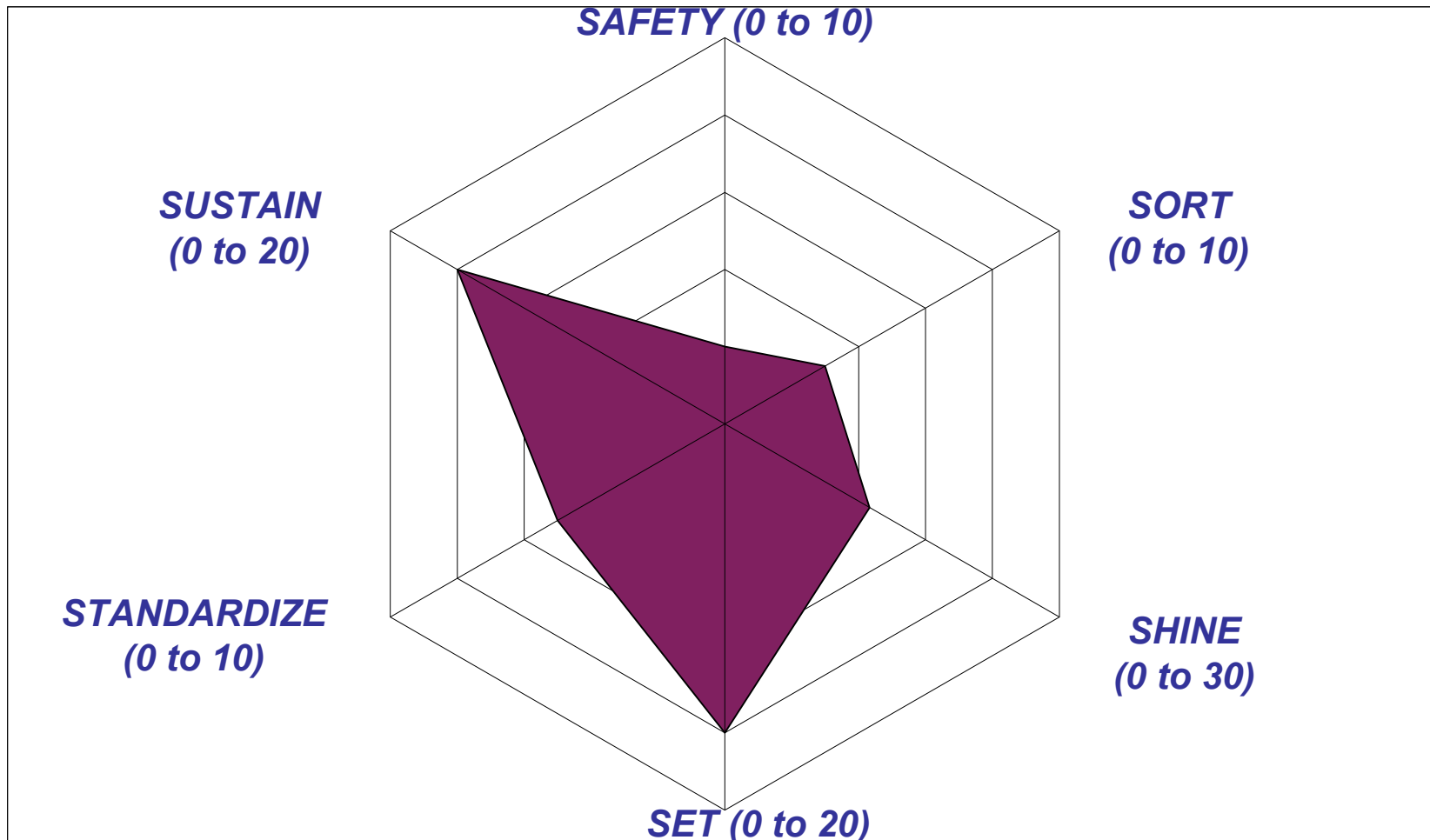
CELL 1A Med/Light Assembly		Rich D'ambrosio		3/15/06		Rank A: perfect score					Rank C: 3 to 5 problems found		REV: 1/18/2006					
Category		Item		A	B	C	D	E	Score	Rank B: 1 to 2 problems found					Rank D: 5 to 10 problems found		Rank E: Systemic issue	
Category		Item		A	B	C	D	E	Score	Rank B: 1 to 2 problems found					Rank D: 5 to 10 problems found		Rank E: Systemic issue	
SAFETY	Cleanliness and safety are both important																	
	1) PPE - Personal protection equipment in use when necessary																	
	2) Aisles - Main aisles, work areas, and emergency exits are clear (unimpeded movement)																	
	3) Evacuation - Emergency plans in place, emergency exit signs in place, evacuation arrows displayed																	
	4) Emergency Equip. - Fire extinguishers & eye wash stns. Certified, easily identified and accessible																	
	5) Electrical - Electrical panels accessible and marked. Potential electrical hazards (damaged cables, emergency shut-off's not accessible)																	
	6) Machines/Equipment - Safety guards, switches and alarms in place, interlocks, working and visible																	
	7) Hazards - Chemical and safety hazards properly identified (with shelf life) and stored																	
8) Exhaust / fumes is removed per safety procedure																		
Sub Total:																		
SORT	Distinguish between what is needed and not needed																	
	1) A "Red Tag" disposition area exists & Red and Yellow tags & procedure are visible and available for daily use																	
	2) Only the tools needed for the specific job in process, are at the work surface, the remaining tools are in their proper location																	
	3) Tools (including hand tools) are stored separately / not co-mingled with material or product																	
	4) Tools are in a serviceable condition																	
5) Personal items, food or drink in designated areas only, no plants (live of fake)																		
Sub Total:																		
SHINE	Cleaning and looking for ways to keep it clean																	
	1) Items are not stored on the floor, on top of cabinets, material racks or equipment																	
	2) Oil, dust, dirt, or debris on floor, on top of or inside of cabinets, workstations, equipment, under racks / cabinets on the walls, ceiling and vents																	
	3) Each workstation, machine, assembly area is cleared of debris when work stops (pulled to new job or end of shift)																	
	4) Machines are not leaking / dripping																	
	5) No non production tape or sticky notes in production areas																	
	6) No paper or slash folders allowed to be posted in production areas ; No dangling / hanging : paper, calendars, labels, pictures or tags																	
	7) Displayed signs / notices / documents are not torn, stained or curled and are not pinned/ stapled / taped but properly contained																	
	8) All labels are legible, and not peeling																	
	9) Security clearance clearly displayed (and unobstructed) on badges are worn above the waste																	
	10) All "drops" from agile grid are bundled and straight, All equipment cords are tied and off the floor																	
	11) Floor boundary markings are not torn - deteriorated - missing / incomplete																	
	12) Foam and other protective medium is not torn, scratched, pierced or shedding																	
13) Material / production/tool containers have no dents, holes, tears, burrs (from scratches) ; oil, dust, dirt or debris																		
Sub Total:																		
SET IN PLACE	A place for everything and everything in its place																	
	1) Classified areas product / material / media is are clearly identifiable & properly secured																	
	2) Label all racks, cabinets, workstations, drawers, toolboxes and label all locations for every item that sits ON or IN																	
	3) All areas are clearly identified as (NON) / ESD - all exceptions to workstations, equipment or storage are clearly / properly identified																	
	4) Non conforming material is identified and segregated from production per procedure																	
	5) Pictures are in a designated location away from work																	
	6) All posted information is current and in it's designated area																	
7) Cleaning materials are available, accessible, labeled and in their designated locations																		
Sub Total:																		
STANDARDIZE	Make standards obvious and maintained																	
	1) ESD, FOD, Security, OSHA, standards are available in the department for reference																	
2) Posted legend of Color coding (cell, floor, program, material, andon flags . . .) implemented codes are followed																		
Sub Total:																		
SUSTAIN	Stick to the rules and follow up																	
	1) 6S checklists, Radar Charts, Improvement plans (project book) are posted																	
	2) Time is given daily for 6S activity																	
	3) All items are in their labeled location on the rack, cabinet, workstation, drawers, toolboxes																	
	4) The 6S score and improvement plan including FOD preventative actions are updated weekly & discussed at cell team meetings																	
	5) Cleaning guidelines including facility checklist is updated, maintained and posted																	
	6) Safety audits & training are performed per policy																	
	7) Cell FOD criticality level known by all cell members and visitors and prominently displayed																	
	8) Area skills matrix current and to include FOD, ESD, Security and posted																	
9) ESD protective equipment is worn, log books are filled out																		
Sub Total:																		
Total Score:		100 80 51 31 11																

IADC Office 6S Checklist

Area <u>office</u>		Evaluator <u>joyce maguire</u>		Date <u>02</u>	Rank A: perfect score Rank B: 1 -> 2 problems found Rank C: 3 or more problems observed			
<u>Category</u>	<u>Item</u>	<u>Evaluation</u>				<u>Comments</u>		
		<u>A</u>	<u>B</u>	<u>C</u>	<u>Score</u>			
SAFETY	Cleanliness and safety are both important						10 pts	
	Aisles - Are aisles and emergency exits clear?	3	0	0	3			
	Evacuation - Are there emergency plans in place, emergency exit signs in place, evacuation routes displayed, and training complete? (Interview and visual)	3	0	0	3			
	Emergency Equip. - Are fire extinguishers & eye wash stns. Certified, marked and accessible?	1	0	0	1			
	Electrical - Are electrical panels accessible? Are there potential electrical hazards (damaged cables, cables on floor, emergency shut-off's not available,etc.)?	1	0	0	1			
	Office furniture - Is the office equipment in good condition, positioned properly? (chairs, shelving) Office - Are there potential tripping hazards?	1	0	0	1			
Sub Total:					10			
SORT	Distinguish between what is needed and not needed						20 pts	
	Is there excess office supplies? (folders/pads/paper/pens/coffee mugs. . . ect)?	5	3	1	5			
	Is the desk workspace cluttered with personal items?	5	3	1	5			
	Are the files and drawers organized?	5	3	1	3			
	Are necessary items, that are not currently in use, stored in an appropriate place?	3	2	1	2			
	Is there production material in office?	2	1	0	2			
Sub Total:					17			
SHINE	Cleaning and looking for ways to keep it clean						15 pts	
	Are there items stored on the floor, on top of cabinets, shelvings ?	5	3	1	5			
	Is there visible oil, dust, dirt, or debris on floor, on top of cabinets, shelving, equip, and desks?	5	3	1	5			
	Are recycling rules followed? (Interviews and visual)	3	2	1	3			
	Are cleaning materials available and easily accessible?	2	1	0	1			
Sub Total:					14			
SET IN PLACE	A place for everything and everything in its place						20 pts	
	Is there a visually marked, specified place for <u>everything</u> ?	5	3	1	3			
	Is <u>everything</u> in its specified place?	5	3	1	3			
	Are specified size, qty and location designations easily recognized?	5	3	1	3			
	Is posted information current and only in designated area(s)?	5	3	1	3			
Sub Total:					12			
STANDARDIZE	Make standards obvious and maintained						15 pts	
	Are 6S checklists, Radar Charts, Improvement plans & the Daily Red Tag procedure posted?	4	2	1	2			
	Are office rules understood? (Interviews)	4	2	1	2			
	Are the identification standards followed?	4	2	1	2			
	Are color codes consistent?	3	2	1	2			
Sub Total:					8			
SUSTAIN	Stick to the rules and follow up						20 pts	
	Does everyone observe cell rules? (Interviews)	5	3	1	3			
	Are we verbally communicating the cell 6S score weekly to all cell members? (Interviews)	5	3	1	3			
	Is the improvement plan agreed upon by the workforce?	5	3	1	3			
	Are personal belongings stored neatly?	5	3	1	5			
Sub Total:					14			
Total Score:		100	53	19	75			

Category		5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb	16-Feb	23-Feb	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	Comments
		Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	
SAFETY	Cleanliness and safety are both important 1) PPE - Personal protection equipment in use when necessary 2) Aisles - Main aisles, work areas, and emergency exits are clear (unimpeded movement) 3) Evacuation - Emergency plans in place, emergency exit signs in place, evacuation arrows displayed 4) Emergency Equip. - Fire extinguishers & eye wash stns. Certified, easily identified and accessible 5) Electrical - Electrical panels accessible and marked. Potential electrical hazards (damaged cables, emergency shut-off's not accessible) 6) Machines/Equipment - Safety guards, switches and alarms in place, interlocks, working and visible 7) Hazards - Chemical and safety hazards properly identified (with shelf life) and stored 8) Exhaust / fumes is removed per safety procedure																	
	Sub Total:	3	0	0	0	0	0	8	8	8	8	8	0	0	0	0	0	
SORT	Distinguish between what is needed and not needed 1) A "Red Tag" disposition area exists & Red and Yellow tags & procedure are visible and available for daily use 2) Only the tools needed for the specific job in process, are at the work surface, the remaining tools are in their proper location 3) Tools (including hand tools) are stored separately / not co-mingled with material or product 4) Tools are in a serviceable condition 5) Personal items, food or drink in designated areas only, no plants (live of fake)																	
	Sub Total:	2						3	3	3	3	3						
SHINE	1) Items are not stored on the floor, on top of cabinets, material racks or equipment 2) Oil, dust, dirt, or debris on floor, on top of or inside of cabinets, workstations, equipment, under racks / cabinets on the walls, ceiling and vents 3) Each workstation, machine, assembly area is cleared of debris when work stops (pulled to new job or end of shift) 4) Machines are not leaking / dripping 5) No non production tape or sticky notes in production areas 6) No paper or slash folders allowed to be posted in production areas ; No dangling / hanging : paper, calendars, labels, pictures or tags 7) Displayed signs / notices / documents are not torn, stained or curled and are not pinned/ stapled / taped but properly contained 8) All labels are legible, and not peeling 9) Security clearance clearly displayed (and unobstructed) on badges are worn above the waste 10) All "drops" from agile grid are bundled and straight. All equipment cords are tied and off the floor 11) Floor boundary markings are not torn - deteriorated - missing / incomplete 12) Foam and other protective medium is not torn, scratched, pierced or shedding 13) Material / production/tool containers have no dents, holes, tears, burrs (from scratches) ; oil, dust, dirt or debris	2						1	1	3	3	3						
	Sub Total:	5						3	3	1	3	3						
SET IN PLACE	A place for everything and everything in its place 1) Classified areas product / material / media is are clearly identifiable & properly secured 2) Label all racks, cabinets, workstations, drawers, toolboxes and label all locations for every item that sits ON or IN 3) All areas are clearly identified as (NON) / ESD - all exceptions to workstations, equipment or storage are clearly / properly identified 4) Non conforming material is identified and segregated from production per procedure 5) Pictures are in a designated location away from work 6) All posted information is current and in it's designated area 7) Cleaning materials are available, accessible, labeled and in their designated locations	10						1	1	3	3	1						
	Sub Total:	2						5	5	3	3	3						
STANDARDIZE	Make standards obvious and maintained 1) ESD, FOD, Security, OSHA, standards are available in the department for reference 2) Posted legend of Color coding (cell, floor, program, material, andon flags . . .) implemented codes are followed	4						5	5	5	5	5						
	Sub Total:	4	0	0	0	0	0	5	5	5	5	5	0	0	0	0	0	
SUSTAIN	Stick to the rules and follow up 1) 6S checklists, Radar Charts, Improvement plans (project book) are posted 2) Time is given daily for 6S activity 3) All items are in their labeled location on the rack, cabinet, workstation, drawers, toolboxes 4) The 6S score and improvement plan including FOD preventative actions are updated weekly & discussed at cell team meetings 5) Cleaning guidelines including facility checklist is updated, maintained and posted 6) Safety audits & training are performed per policy 7) Cell FOD criticality level known by all cell members and visitors and prominently displayed 8) Area skills matrix current and to include FOD, ESD, Security and posted 9) ESD protective equipment is worn, log books are filled out	15						5	5	1	1	1						
	Sub Total:	5						3	3	3	3	3						
	Sub Total:	20	0	0	0	0	0	8	8	4	4	4	0	0	0	0	0	
		57	0	0	0	0	0	43	44	39	42	45	0	0	0	0	0	

Your Cell 6S Radar Chart



- 20** - Many Opportunities for Improvement
- 40** - A Lot of Opportunity for Improvement
- 60** - On Your Way, Keep Improving
- 80** - Becoming a Daily Habit
- 100** - World Class! - Now think Preventative

SCORE

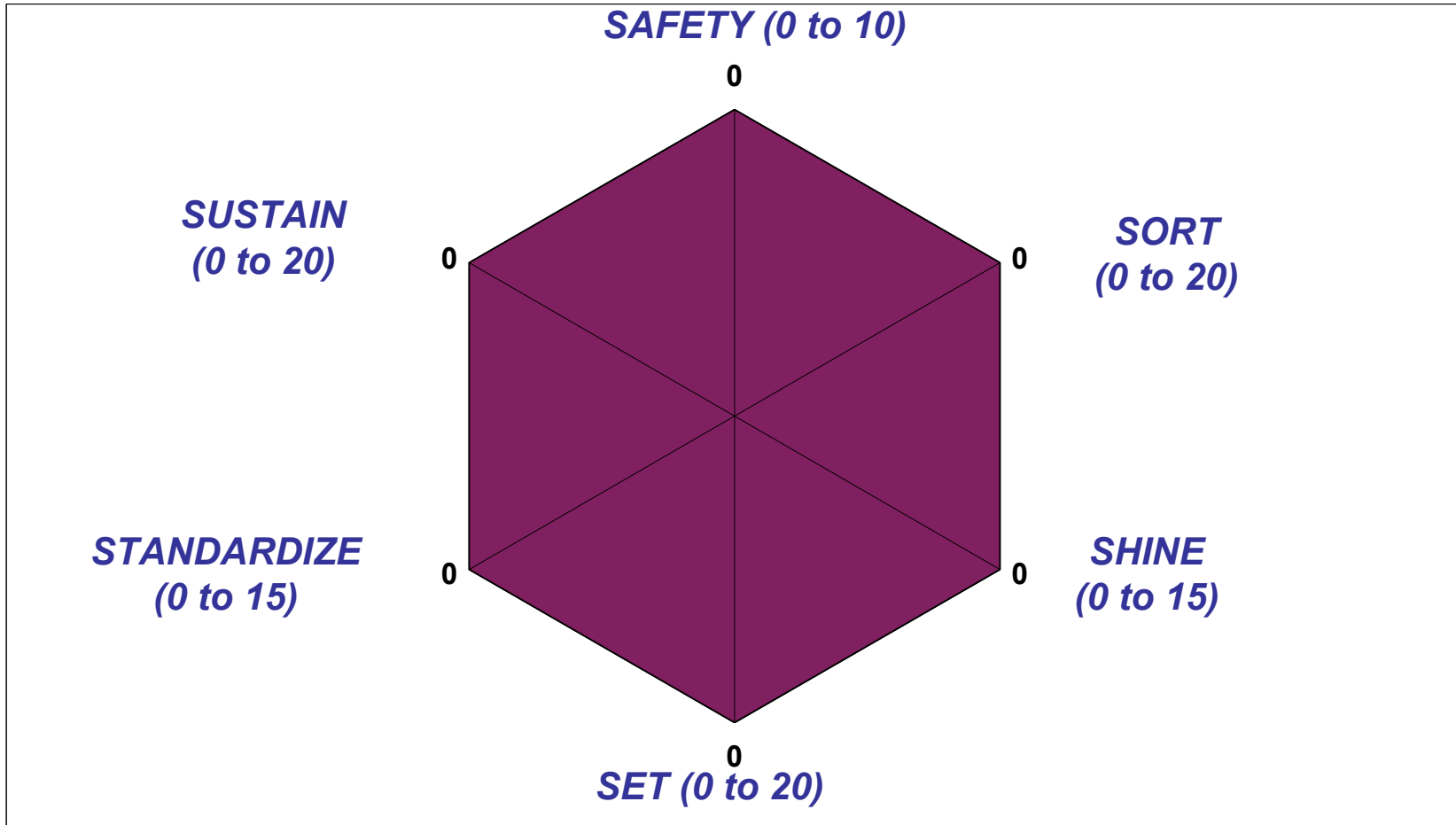
45

Date: 16-Mar
Cell Champion: Example

Your Cell - A Results Based Culture

Cell 1

Your Cell 6S Radar Chart



- 20** - Many Opportunities for Improvement
- 40** - A Lot of Opportunity for Improvement
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SCORE

Date: 10-Feb
Cell Champion: Example

