#		1	2	3	4	COMMENTS
1	Is unused equipment and machinery eliminated from the plant	☐			☐	
2	Is obsolete inventory and raw material eliminated from the plant	☐			☐	
3	Is the work in progress inventory reduced to the least possible amount	☐	☐	☐	☐ ☐	
4	Are aisles and doorways free from material and blockages	☐			☐	
5	Are all tripping hazards and obstructions eliminated	☐		☐	☐	
6	Are all work area boundaries clearly marked	☐			☐	
7	Are storage places for all tools and equipment designated and marked	☐	☐	☐	☐ ☐	
8	Are storage places for all work in progress designated and marked	☐	☐	☐	☐ ☐	
9	Are all machinery, storage equipment and columns identified and numbered	☐	☐	☐	☐ ☐	
10	Are all pipes, controls and gauges identified and labeled	☐	☐	☐	☐ ☐	
11	Is the plant free from trash and dirt	☐			☐	
12	Is the floor and machinery free from all foreign material	☐		☐	☐	
13	Are machines clean and in good repair	☐		☐	☐	
14	Are sources of dust, dirt and foreign material under control	☐	☐	☐	☐ ☐	
15	Are oil analysis and other techniques used to gauge machine condition	☐	☐	☐	☐ ☐	
16	Are cleaning and checking schedules available and in documented use	☐			☐	
17	Are up to date work instructions, including quality checks, available and in use at all work stations	☐			☐	
18	Are all bins and parts properly identified and tagged	☐			☐	
19	Are gauges and indicators labeled to clearly show the normal operating range	☐			☐	
20	Are all start-up safety checks carried out and documented	☐			☐	
21	Is everyone wearing proper safety gear	☐			☐	
22	Are all unused tools and equipment properly stored	☐	☐	☐	☐ ☐	
23	Are all raw materials and work in progress properly stored	☐	☐	☐	☐ ☐	
24	Are all personnel fully trained in the tasks they are responsible for, and regularly tested	☐	☐	☐	☐ ☐	
25	Is there a regular auditing process to verify compliance with all elements of the production and safety systems	☐	☐	☐	☐ ☐	
	Total					=_____ %

Scoring method:
0 = 'No', where the only choice is '0' or '4', otherwise it means 'not at all'
1 = Some evidence of a plan, but very little conformance
2 = About half the instances noted were in conformance
3 = Instances noted were mostly in conformance, but one or more problems were found
4 = 'Yes', where the only choice is '0' or '4', otherwise complete conformance with no problems noted