

Changing The Image of America's Shops 6S Photo Example

An NTMA 6S Presentation

Sample audit and photos

This is the completed audit and the following slides that were submitted by Toth Technologies



The NTMA 6S Audit



Company: Toth Technologies

Our goal is to bring the U.S. machining work environment up to consistently world class.

Class A Shop: 150-136, Class B Shop: 135-116, Class C Shop: 115-90, Class D Shop: Below 90

All confirmed Class A shops will receive a 6S Excellence award.

Score shop's percentage of compliance with each measure, 1=0%, 2=25%, 3= 50%, 4= 75%, 5= 95%-100%

| | | |
|--|------------------------------------|----------------------|
| Sort: Get rid of clutter. Separate out what is needed for the operations. | Self 0-25-50-75-95 | Review 0-25-50-75-95 |
| 1. Is the shop environment uncluttered? | 1 2 3 4 5 | 1 2 3 4 5 |
| 2. Are all materials and tools stored neatly? | 1 2 3 4 5 | 1 2 3 4 5 |
| 3. Are provisions and parts identified with status and properly stored? | 1 2 3 4 5 | 1 2 3 4 5 |
| 4. Was employee 6S training provided and documented? | 1 2 3 4 5 | 1 2 3 4 5 |
| 5. Are unnecessary personal belongings properly stored, away from public areas? | 1 2 3 4 5 | 1 2 3 4 5 |
| Photo ideas: stored provisions and/or tooling, general overall shop | Sort Self Total: 23 | Total: _____ |
| Set-in-Order: Have a place for everything and is everything in its place | Self 0-25-50-75-95 | Review 0-25-50-75-95 |
| 1. Is the complete shop organized? | 1 2 3 4 5 | 1 2 3 4 5 |
| 2. Are all work and storage areas defined and marked? | 1 2 3 4 5 | 1 2 3 4 5 |
| 3. Are all tools required for the operation at hand? | 1 2 3 4 5 | 1 2 3 4 5 |
| 4. Are shadow boards in use? | 1 2 3 4 5 | 1 2 3 4 5 |
| 5. Are items put away after use? | 1 2 3 4 5 | 1 2 3 4 5 |
| Photo ideas: identified storage, shadow boards, work area | Set-in-Order Self Total: 21 | Total: _____ |
| Shine: Clean work areas and equipment. The best cleaning is not to need cleaning | Self 0-25-50-75-95 | Review 0-25-50-75-95 |
| 1. Are the shop, office and rest rooms clean and presentable? | 1 2 3 4 5 | 1 2 3 4 5 |
| 2. Are the walkways free of oil, coolant, debris and/or chips? | 1 2 3 4 5 | 1 2 3 4 5 |
| 3. Is the shop well lit? (Task and general lighting) | 1 2 3 4 5 | 1 2 3 4 5 |
| 4. Is the equipment cleaned and maintained? | 1 2 3 4 5 | 1 2 3 4 5 |
| 5. Is the building well maintained? | 1 2 3 4 5 | 1 2 3 4 5 |
| Photo ideas: walkways, outside of building, office shot, overall shotShine | Self Total: 24 | Total: _____ |
| Standardize: Establish schedules and methods of performing the cleaning and organizing. | Self 0-25-50-75-95 | Review 0-25-50-75-95 |
| 1. Does each area have a schedule to perform maintenance? | 1 2 3 4 5 | 1 2 3 4 5 |
| 2. Are the schedules adequate for the areas or machines? | 1 2 3 4 5 | 1 2 3 4 5 |
| 3. Are the methods adequate for the areas or machines? | 1 2 3 4 5 | 1 2 3 4 5 |
| 4. Are similar work areas, standardized? | 1 2 3 4 5 | 1 2 3 4 5 |
| 5. Are trash bins, chips and scrap/recycle containers emptied on a regular basis? | 1 2 3 4 5 | 1 2 3 4 5 |
| Photo ideas: similar work areas, chip storage areas | Self Total: 25 | Total: _____ |
| Sustain: Audit and monitor the schedules. Stick to the rules. | Self 0-25-50-75-95 | Review 0-25-50-75-95 |
| 1. Are the maintenance and schedules audited? | 1 2 3 4 5 | 1 2 3 4 5 |
| 2. Is there a system to display the audit results? | 1 2 3 4 5 | 1 2 3 4 5 |
| 3. Is there any type of recognition system to reinforce the program? | 1 2 3 4 5 | 1 2 3 4 5 |
| 4. Are the maintenance and schedules adequate to sustain results? | 1 2 3 4 5 | 1 2 3 4 5 |
| 5. Are the programs discussed at key meetings? | 1 2 3 4 5 | 1 2 3 4 5 |
| Photo ideas: displayed audit results, copy of maintenance schedule | Sustain Self Total: 23 | Total: _____ |
| Safety: Are the areas safe? | Self 0-25-50-75-95 | Review 0-25-50-75-95 |
| 1. Are all potentially hazardous areas marked? | 1 2 3 4 5 | 1 2 3 4 5 |
| 2. Is personal protective equipment in use, at all times where required? | 1 2 3 4 5 | 1 2 3 4 5 |
| 3. Is OSHA information posted and up to date? | 1 2 3 4 5 | 1 2 3 4 5 |
| 4. Is there adequate room between equipment, walkways and storage areas? | 1 2 3 4 5 | 1 2 3 4 5 |
| 5. Participation in the NTMA Safety Award Program, (winner gets a 5) | 1 2 3 4 5 | 1 2 3 4 5 |
| Photo ideas: marked hazard areas, shop shot | Safety Self Totals: 23 | Total: _____ |

Rev. 02

Sign & Date Below

Self Audit Total: 139

Review Total: _____

Self Audit Performed by: Pat Brady/ Joel Antipuna Reviewed by: _____

Sort, Training



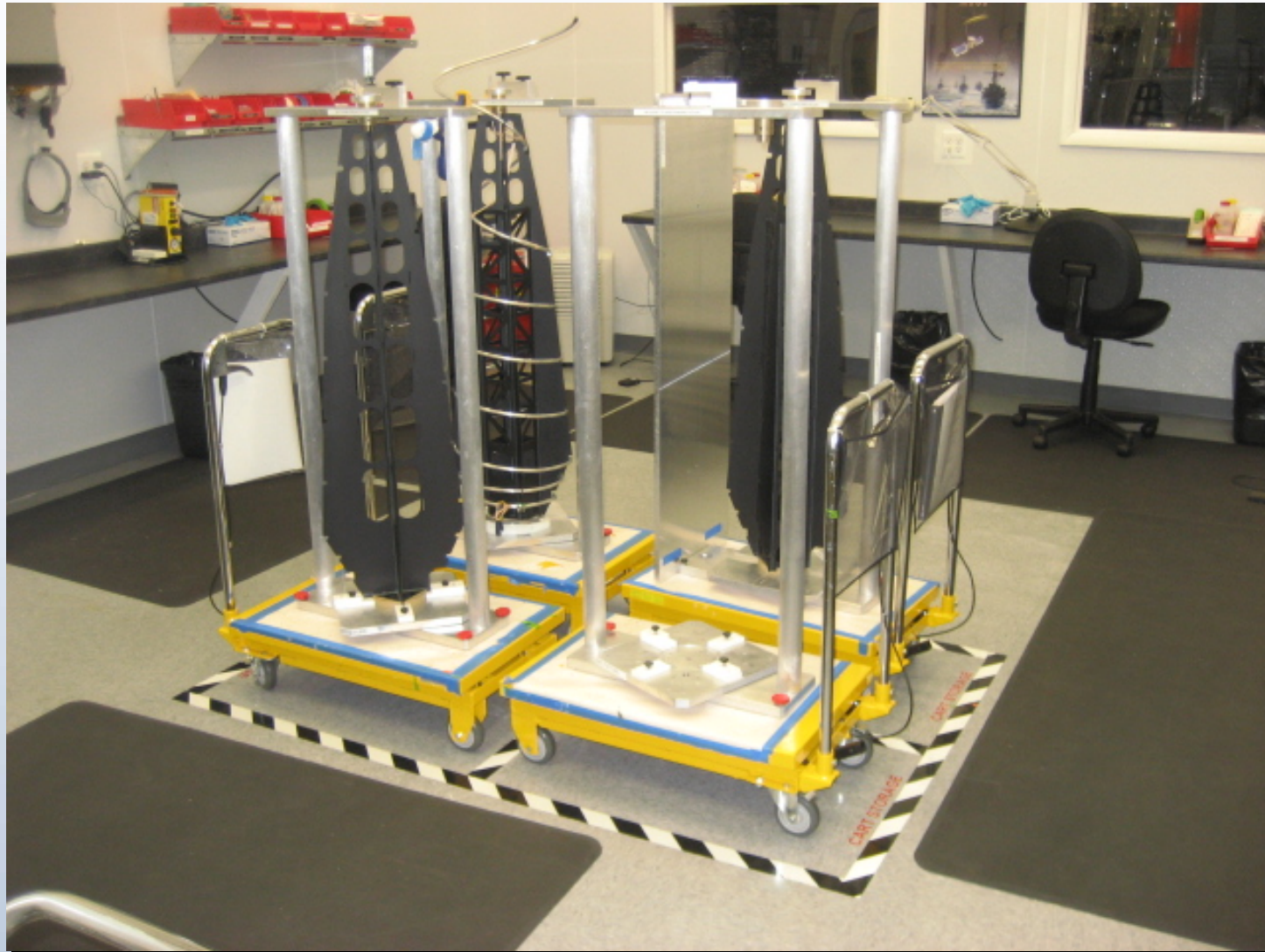
Sort, Standardize Project Cart



Set-in-order Assembly Room



Set-in-Order Cart Storage areas



Shine

Walkway, Main



Shine Walkway, Prototype Milling



Standardize Work Areas

Production Milling



Standardize Work Areas

Deburring Area



Safety

Marked Hazards



Safety

Received Award



General Shot Production Milling Area



General Shot Office



Submit a similar set of photos with your
6S application.



www.ntma.org