



The NTMA 6S Audit – RENEWAL

Company: _____

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

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 photo.	Sort Self Total: _____	Total: _____

Set-in-Order: Have a place for everything and everything is 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 photo.	Set-in-Order Self Total: _____	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 shop photo.	Shine Self Total: _____	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: _____	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: Photo of displayed audit results and maintenance schedule.	Sustain Self Total: _____	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, (Award winner gets a 5)	1 2 3 4 5	1 2 3 4 5
Photo ideas: marked hazard areas, shop photo.	Safety Self Totals: _____	Total: _____

Sign & Date Below

Self-Audit Total: _____ Review Total: _____

Self-Audit Performed by: _____ Reviewed by: _____

Revised 4/2020 Date: _____ Date: _____