

# Standard Work Audit Checklist

Area	<input type="text"/>	Auditor	<input type="text"/>
Audit Date	<input type="text"/>	Time	<input type="text"/>

  

Operator	<input type="text"/>
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## STANDARD COMPLIANCE

Mark: ✓ - compliant, ✗ - non-compliant, N/A - not applicable

### 1. DOCUMENTATION

- ☐ Standard work available at workplace
- ☐ Standard version is current
- ☐ Workplace layout matches reality
- ☐ Visual instructions are clear and current

### 2. OPERATION EXECUTION

- ☐ Operation sequence is followed
- ☐ Cycle time meets standard ( $\pm 10\%$ )
- ☐ Specified tools are used
- ☐ Quality control points are observed
- ☐ Safety requirements are followed

### 3. WORKPLACE

- ☐ Tools positioned according to standard
- ☐ Standard inventory is maintained
- ☐ Workplace kept in order
- ☐ Operator movement route is optimal

### 3. PROBLEM RESPONSE

- ☐ Operator knows deviation procedures
- ☐ Alert system is functional
- ☐ Escalation procedures are followed

No	Deviation Description	Criticality	Corrective Action	Responsible	Due Date
1					
2					
3					

## STANDARD COMPLIANCE

- A - Critical** (affects safety/quality)
- B - Significant** (affects efficiency)
- C - Minor** (improvement recommendation)

## COMPLIANCE ASSESSMENT

Overall Score: /(\_\_\_\_%)

Compliance Level:

- **95-100%** - Excellent compliance
- **85-94%** - Good compliance
- **75-84%** - Satisfactory compliance
- **<75%** - Urgent corrective actions required

**Auditor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Acknowledged (Operator)** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Contact us**

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