Manufacturing Standard Operating Procedure : Checklist

For production supervisors, trainers and plant managers. Adapt every item to your site, equipment and written procedures.

Checklist

- ■ Hazard covered: quality escapes
- ■ Hazard covered: skipped lockout
- ■ Hazard covered: unguarded machines
- ■ Decision practiced: escalate a problem
- ■ Decision practiced: communicate at shift change
- ■ Decision practiced: follow the standard work
- ■ Decision practiced: apply lockout
- ■ Hands-on part done: on-the-job training with a mentor
- ■ Hands-on part done: plant-specific work instructions
- ■ Hands-on part done: equipment practice
- ■ Review question: was escalation done?
- ■ Review question: was standard work followed?
- ■ Review question: were defects caught?

Stays hands-on and in person

- • on-the-job training with a mentor
- • plant-specific work instructions
- • equipment practice

This checklist supports, and does not replace, required training, supervision or evaluation. It does not certify anyone.