



B&D Doors & Openers Revesby Maintenance Work Area Management



MEN AT WORK



“A PLACE FOR EVERYTHING & EVERTHING IN IT’S PLACE”

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Team Members – “Men at Work”



Craig Weir
Fitter

Peter Lawrance
Fitter

Simon Kayess
Team Leader
Electrician

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Team Members (Out on Parole)



James Hoyt
Fitter / Streaker

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Mandate

- Clear-up and clean-up your improvement Area and **create 'a place for everything and have everything in it's place'** by working through the 10 parts of Work Area Management (WAM)
- Create or enhance **standards and checklists** for your work area and work area and work processes to ensure that Work Area Management **Improvements are sustained**
- Ensure appropriate **visual controls to communicate work area standards** to make any deviation from standard easy for all to see
- Achieve a Work Area Management rating of at least 80%
- Positively contribute to **improve the loss time and goal aligned performance measures for Maintenance**
- Complete within 12 weeks

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Team Attendance

WAM Attendance and Schedule Sheet

Team Name: MEN AT WORK.

Start Date: 12 1 06 13

Attendance	Week											
Team Members (4 – 8)	1	2	3	4	5	6	7	8	9	10	11	12
SIMON. KAYESS	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓
PETER. LAURANCE	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓
CRAIG. WEIR	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓
JAMES. HOYT.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Time of meeting:	12/6	22/6	26/6	5/7	11/7	17/7	24/7	31/7	8/8	14/8	22/8	29/8
Date of meeting:	10:30	10:30	1:30	11am	10:30	1:30	10:30	1:30	1:30	1:30	10:30	11am

✓ = Attended

x = Unnotified Absence

A = Notified Absence

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Team Schedule

Week 1: 12-06-13 Mid Cycle Presentation: 17-07-13 Final Presentation: 29-08-13

Schedule	Week											
Task	1	2	3	4	5	6	7	8	9	10	11	12
0. Half-day kick-off workshop	█											
1. Confirm Mandate & Boundaries	█	█										
2. Form Team & Scope Activities	█	█	█									
3. Clear-up of Area	█	█	█	█	█							
4. Identify Requirements for Area			█	█	█	█						
5. Identify Place for Everything in Area				█	█	█						
6. Obtain Approval to Proceed				█	█	█						
6a. Prepare presentation and Present to Leadership Team						█						
7. Establish Place for Everything							█	█	█	█	█	
8. Set Standards & Procedures								█	█	█	█	█
9. Self-Assessment of Achievements & Team Skills										█	█	█
9a. Prepare presentation and Present to Leadership Team												█
10. Communicate Results & Share Learnings												█

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Focus Points

Maintenance Work Area Management Focus Points

Improvement Area:Maintenance..... Team Name:MEN AT WORK.....

☒ Tick the appropriate boxes and add to list if required[illegible]

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Clear Up Sheets

Work Area Management Clear-Up Sheet

Date: 6 / 4 / 12

Work Area: Maintenance

Team Name: Men At Work

Focus Point: Maintenance tools & equipment

Proposed Action

A – Throw out
B – Take outside Area
C – Relocate within Area

Action Taken

A – Throw out
B – Take outside Area
C – Relocate within Area

No.	Tag No.	Item Description	Original Location	Proposed Action			Action Taken			Date actioned
				A	B	C	A	B	C	
1	1	OLD STITCHER HEAD SHARFTS	STORE	X			X			6/4/12
2	2	ELECTRIC MOTOR	STORE	X			X			6/4/12
3	3	HOOK & SHACKLE	STORE	X			X			6/4/12
4	4	HAND WINCH	STORE	X			X			6/4/12
5	5	HEATER	STORE	X			X			14/4/12
6	6	CORDLESS DRILL (BROKEN)	STORE	X			X			14/4/12
7	7	MESH	STORE	X			X			14/4/12
8	8	SLATIC GUN	STORE	X			X			14/4/12
9	9	LOXENS'S (2 BOXES)	STORE	X			X			14/4/12



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**MEN
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Item Requirement Sheets

Items Requirements Sheet

Date: 6 / 6 / 12

Work Area: Maintenance

Team Name: Men At Work

Focus Point: Maint Tools / Equip / Dies / Fixtures

Material Type

A – Purchase
B – Contractor
C – Store

Labour Type

A – Mech Maint
B – Elect Maint
C – Team Activity

Item No.	Imp. No.	Item Description	Benefits / Comments	Material		Labour		Date Actioned
				\$	Type	Hours	Type	
1		CLAMPS X 5	TO REPLACE WELDING BAY CLAMPS	\$100	A	N/A	N/A	6/6/12
2		WELDING HELMET X3	TO REPLACE OLD HELMETS	\$240	A	N/A	N/A	20/7/12
3		VERNIER X3	TO SAVE FITTERS TRAVEL TIME TO THE STORE	\$150	A	N/A	N/A	22/4/13
4		SOCKET SETS X3	TO SAVE FITTERS TRAVEL TIME TO THE STORE	\$150	A	N/A	N/A	22/4/13

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Approved by TPM³ Champion:
(Production Manager for DPA)

Date:

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Storage Requirement Sheets

Storage Requirements Sheet

Date: 21 / 6 / 12

Work Area: Maintenance

Team Name: Men At Work

Focus Point: Maintenance Tools & Equipment

Material Type

A – Purchase
B – Contractor
C – Store

Labour Type

A – Mech Maint
B – Elect Maint
C – Team Activity

Item No.	Imp. No.	Item Description	Benefits / Comments	Material		Labour		Date Actioned
				\$	Type	Hours	Type	
1		DEXION RACKING (2500 X 460) X 4		NIL	/	4.5HRS	C	21/6/12
2		DEXION RACKING (1900 X 460) X 2		NIL	/	2.5HRS	C	21/6/12
3		MBF BOARDS 16MM X 10		\$180	A	2.5HRS	C	21/6/12

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Approved by TPM[®] Champion:
(Production Manager for DPA)

Date:

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Location Plan

WAM Location Plan

Team: Men At Work	Focus Point: Maintenance tools & equipment	Date: 26/10/12
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Legend:

Storage Location Code	Frequency of use	Where to locate item
A	Used every Hour	At Point Of Use
B	Used every Day	With in Work Station
C	Used every Week	With in Work Area
D	Used once a Month or Less	Outside Work Area

Item No.	Description of Item	Storage Location Code	Item No.	Description of Item	Storage Location Code
1	HAND TOOLS	B	7	SERIES 2 PARTS	C
2	LIFTING EQUIPMENT	D	8	BRABURY PARTS	C
3	MILL PARTS	A	9	415 V WELDER	C
4	LATHE PARTS	A	10	SAW BLADES	C
5	CLAMPS	C	11		
6	SERIES 1 PARTS	C	12		



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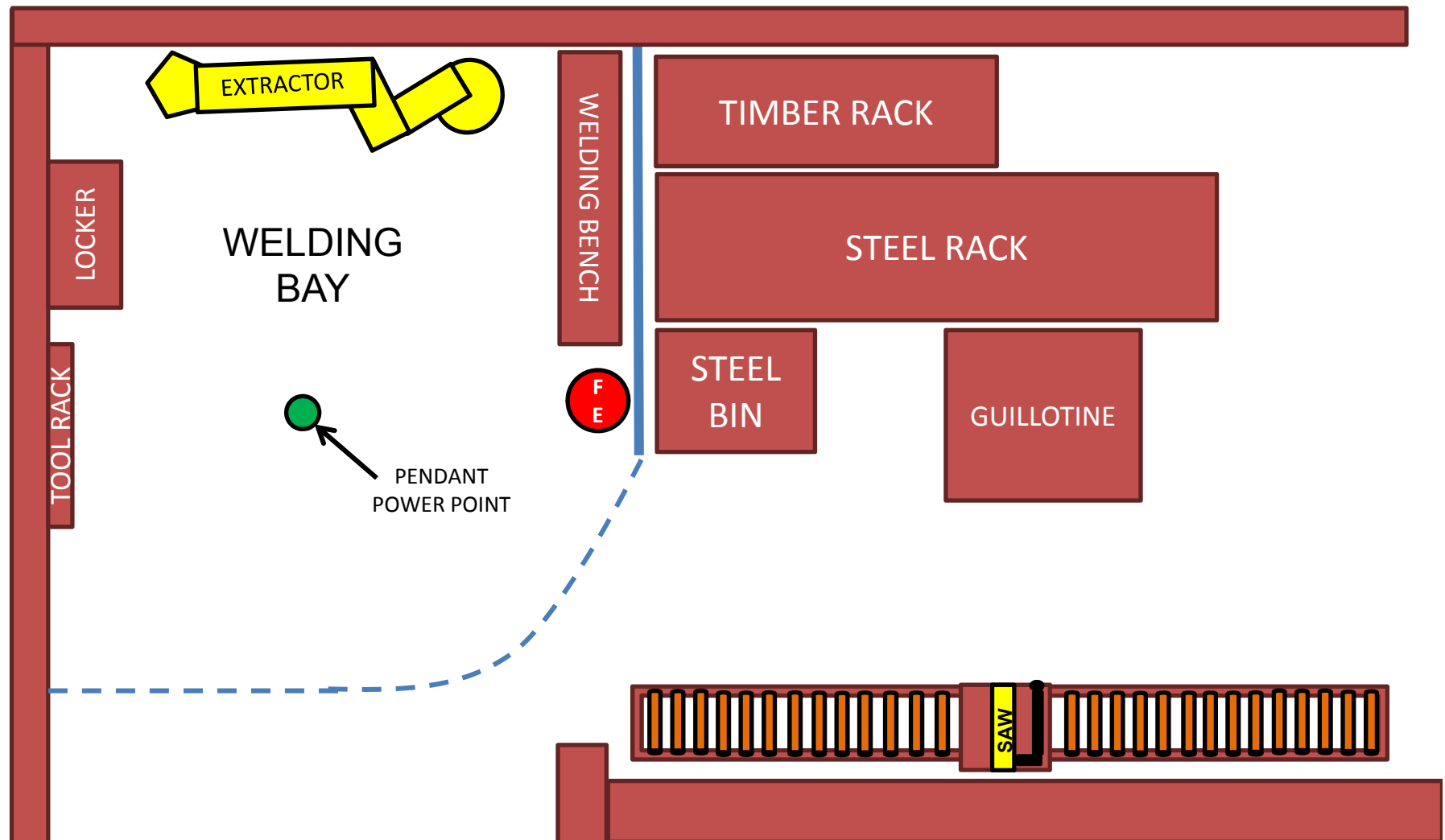
Craig's Video – Welding Bay

LIFE IN THE WELDING BAY

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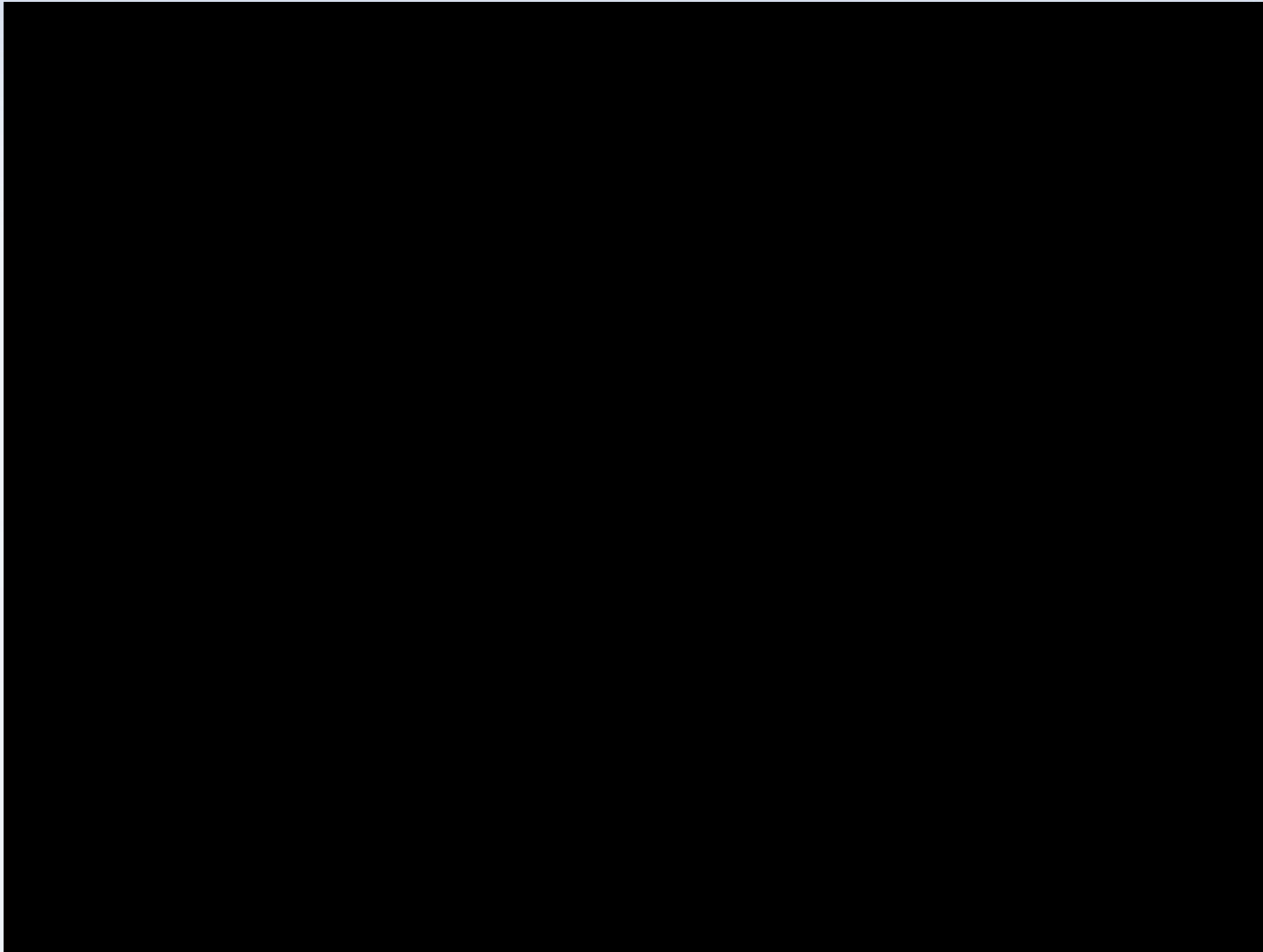


OLD MAINTENANCE WELDING BAY LAYOUT



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Craig's Video – Welding Bay

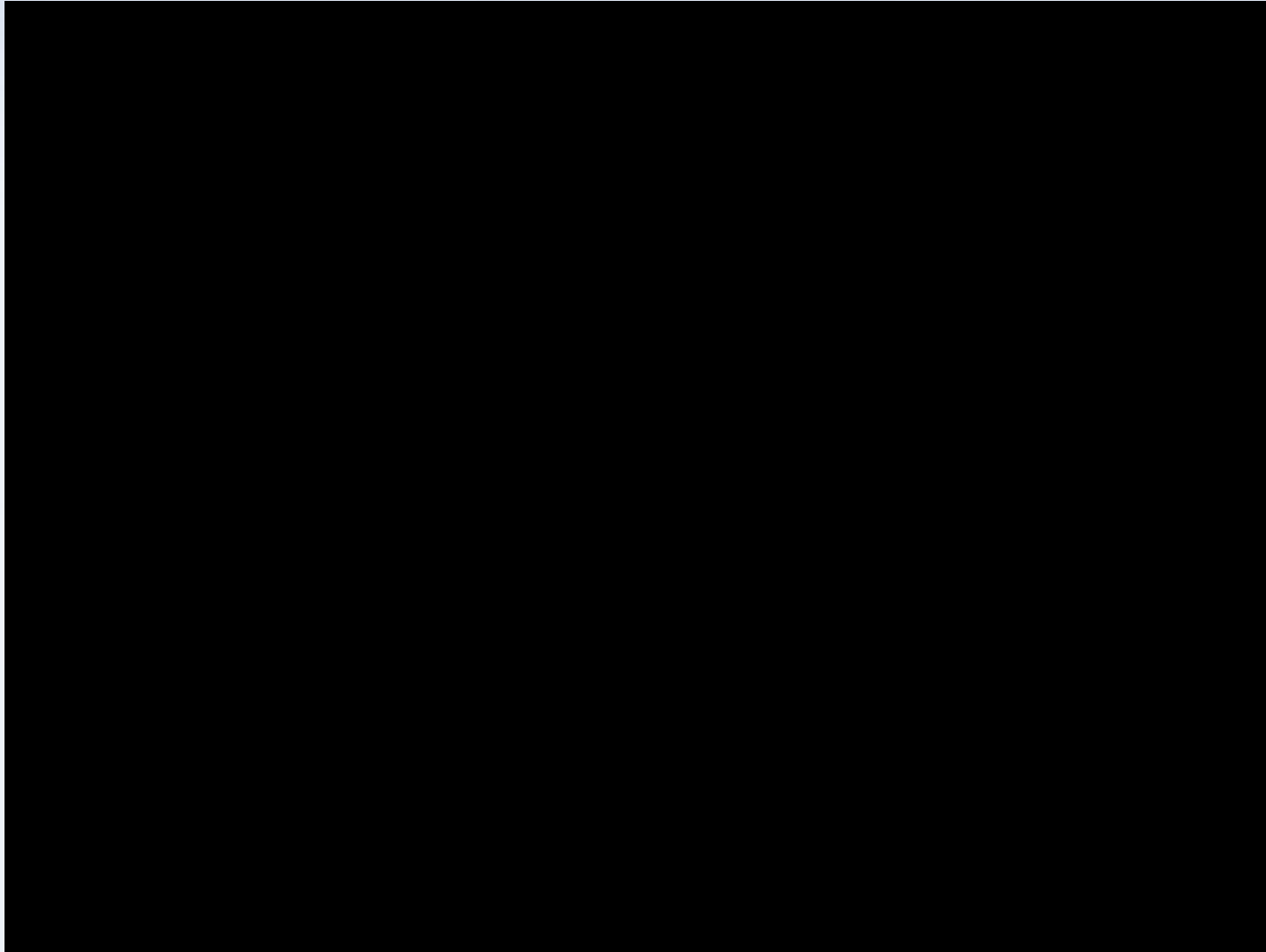


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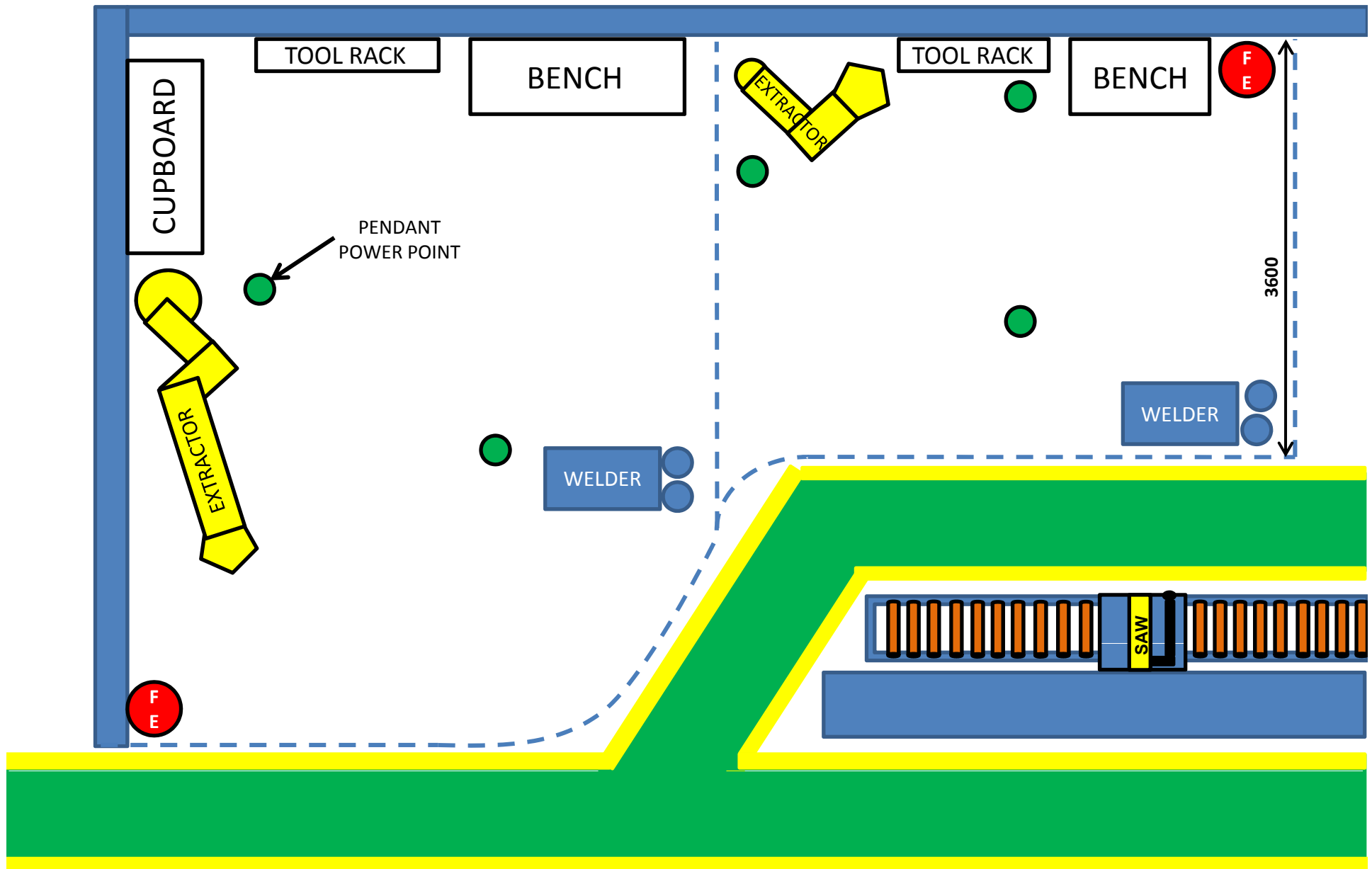
Craig's Video – Welding Bay



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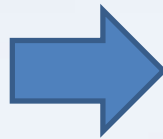


NEW MAINTENANCE WELDING BAY LAYOUT



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Clear-Up / Clear – Out Process



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After Photo's – Welding Bay



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After Photo's – Welding Bay



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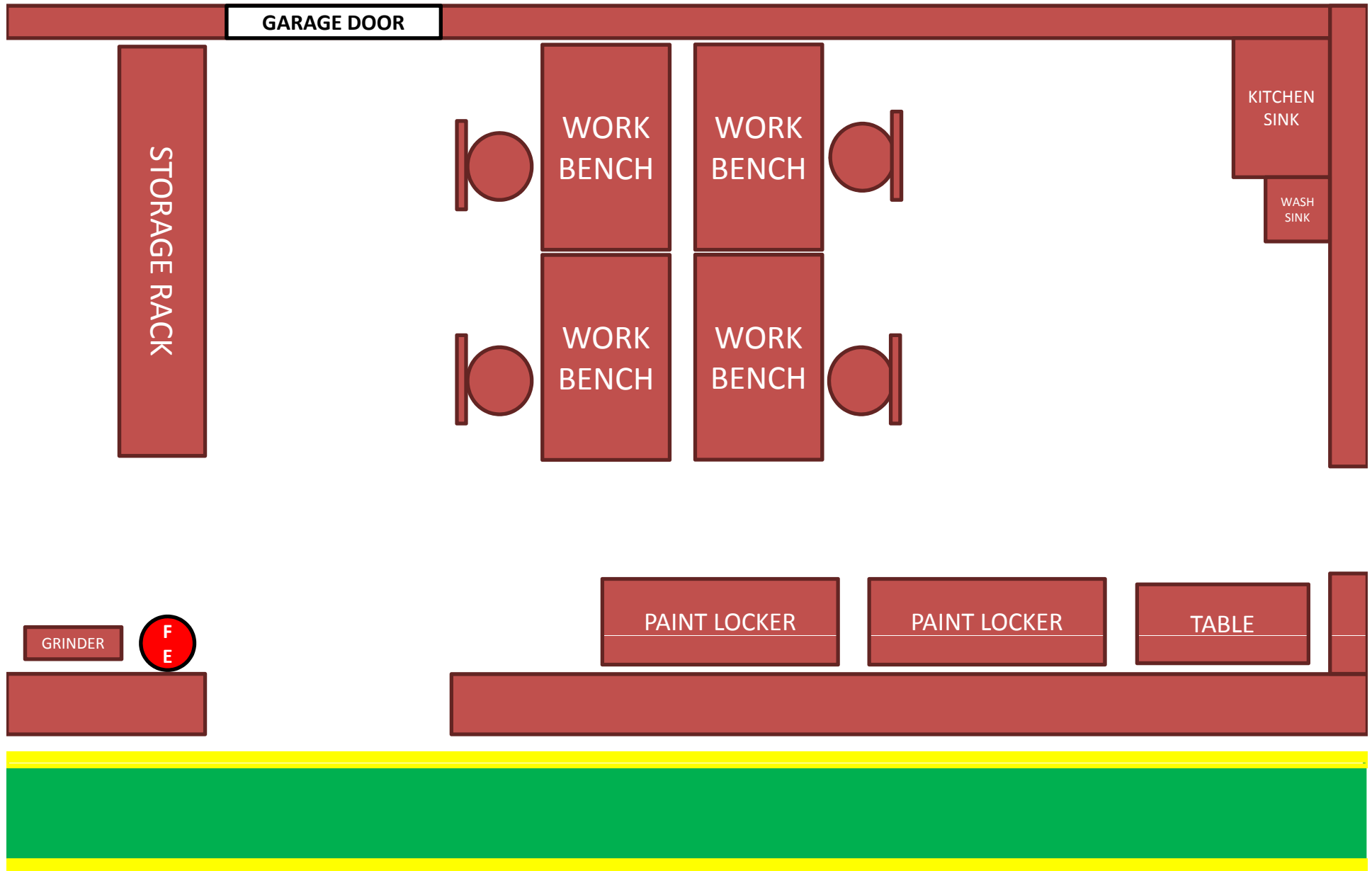
After Photo's – Welding Bay



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OLD MAINTENANCE WORK BENCH LAYOUT



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Peter's Video – Benches

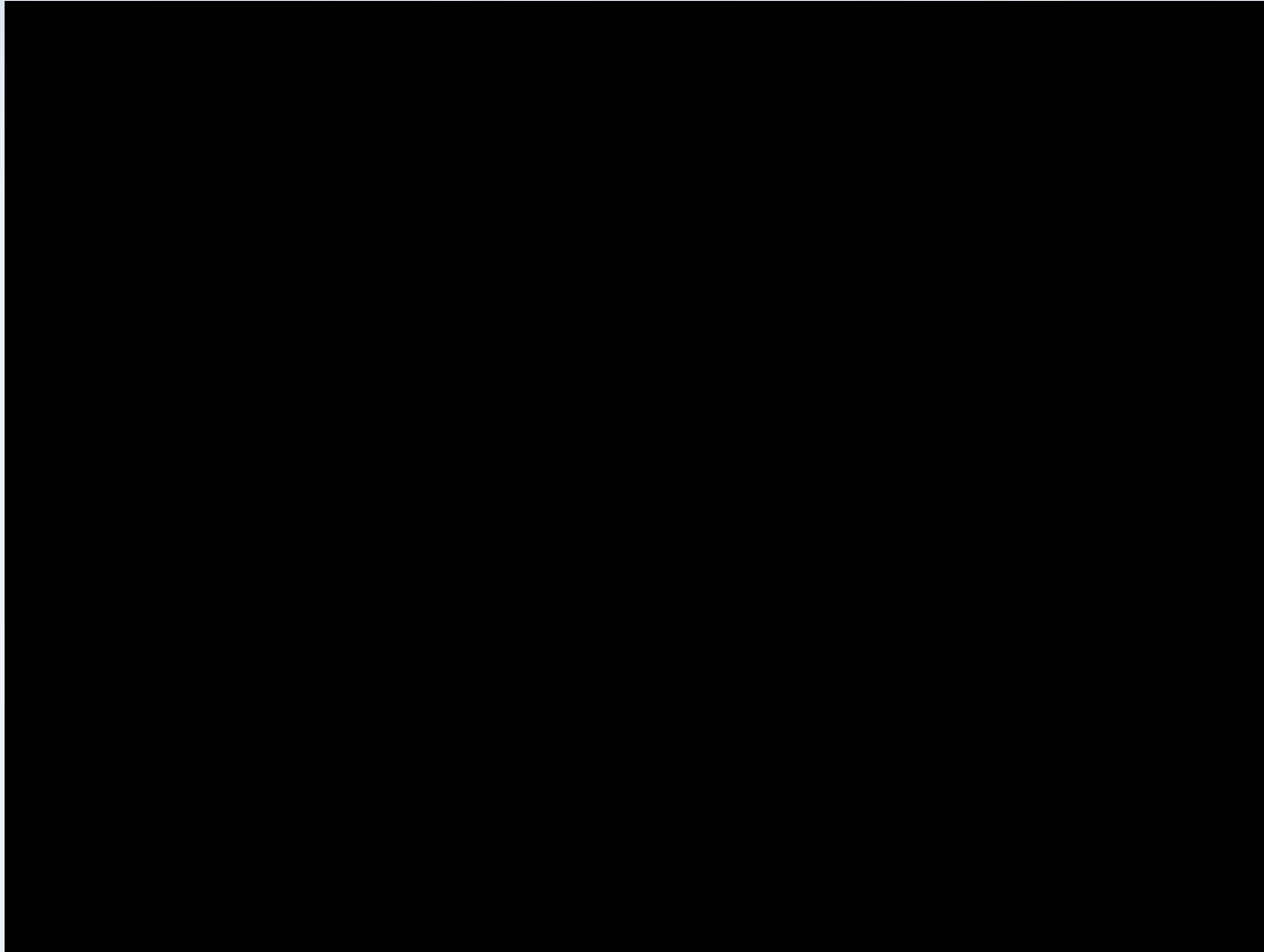
OUT WITH THE OLD
IN WITH THE NEW
“BENCHES”

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Peter's Video – Welding Bay

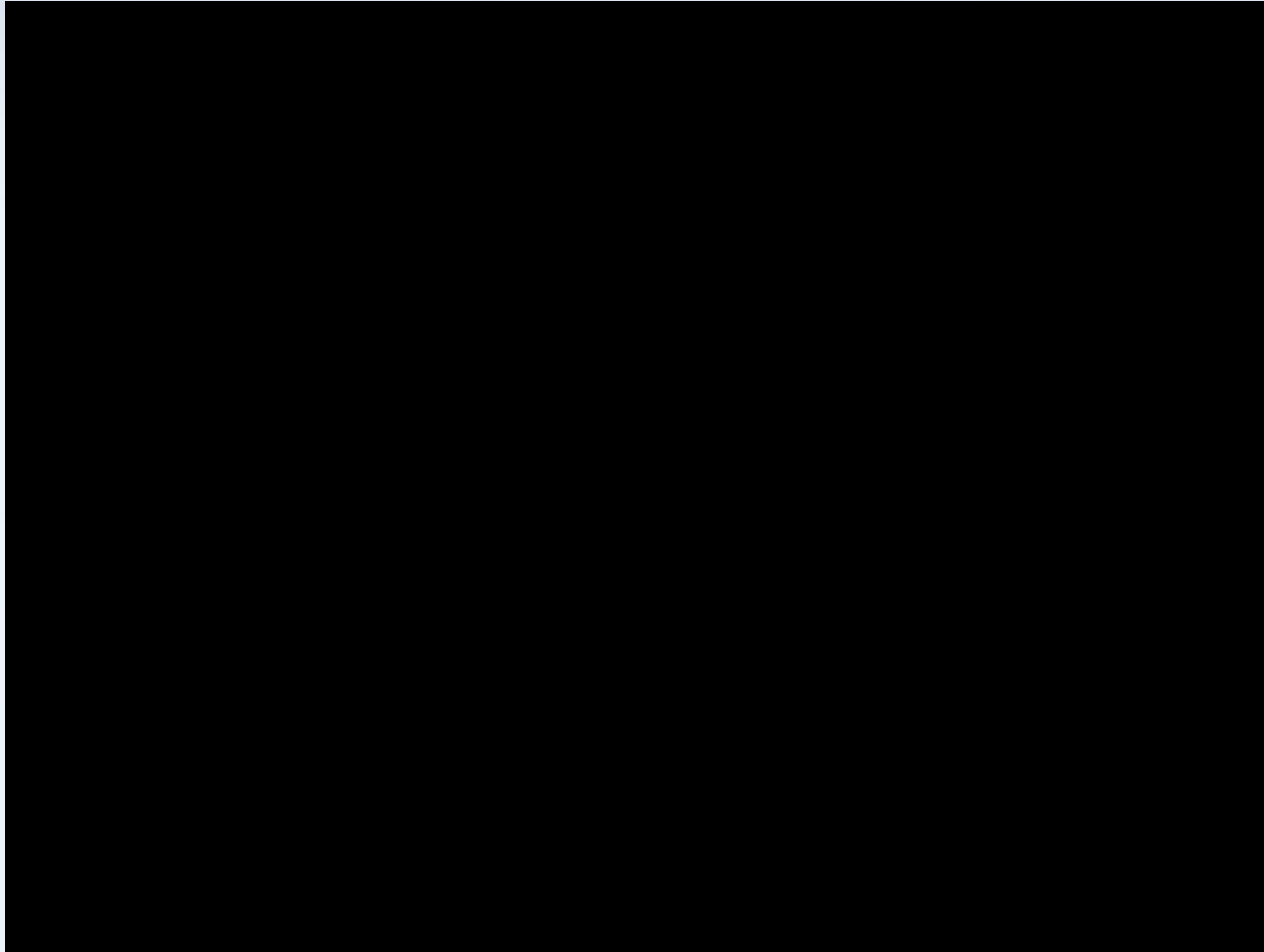


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Peter's Video – Welding Bay

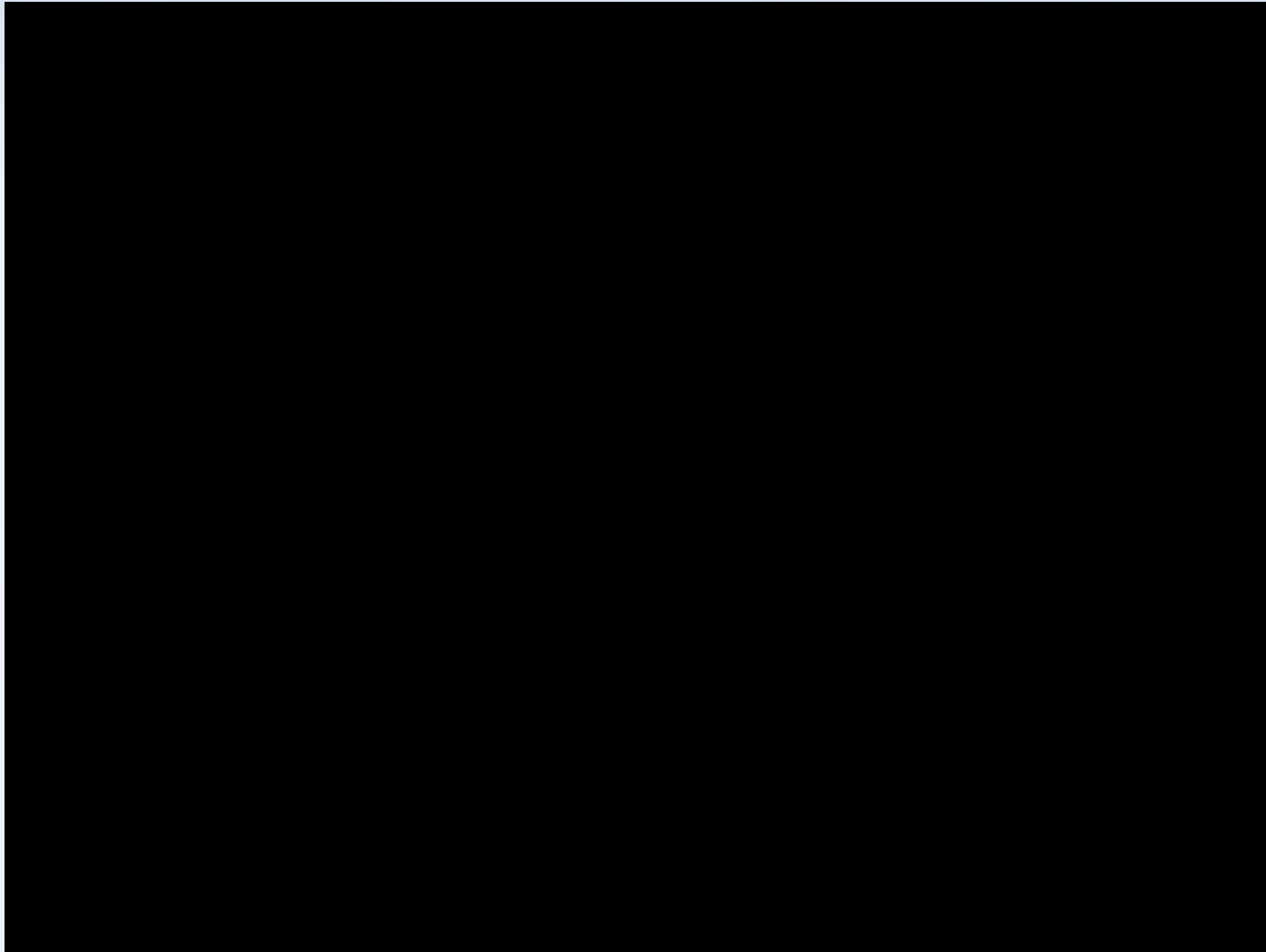


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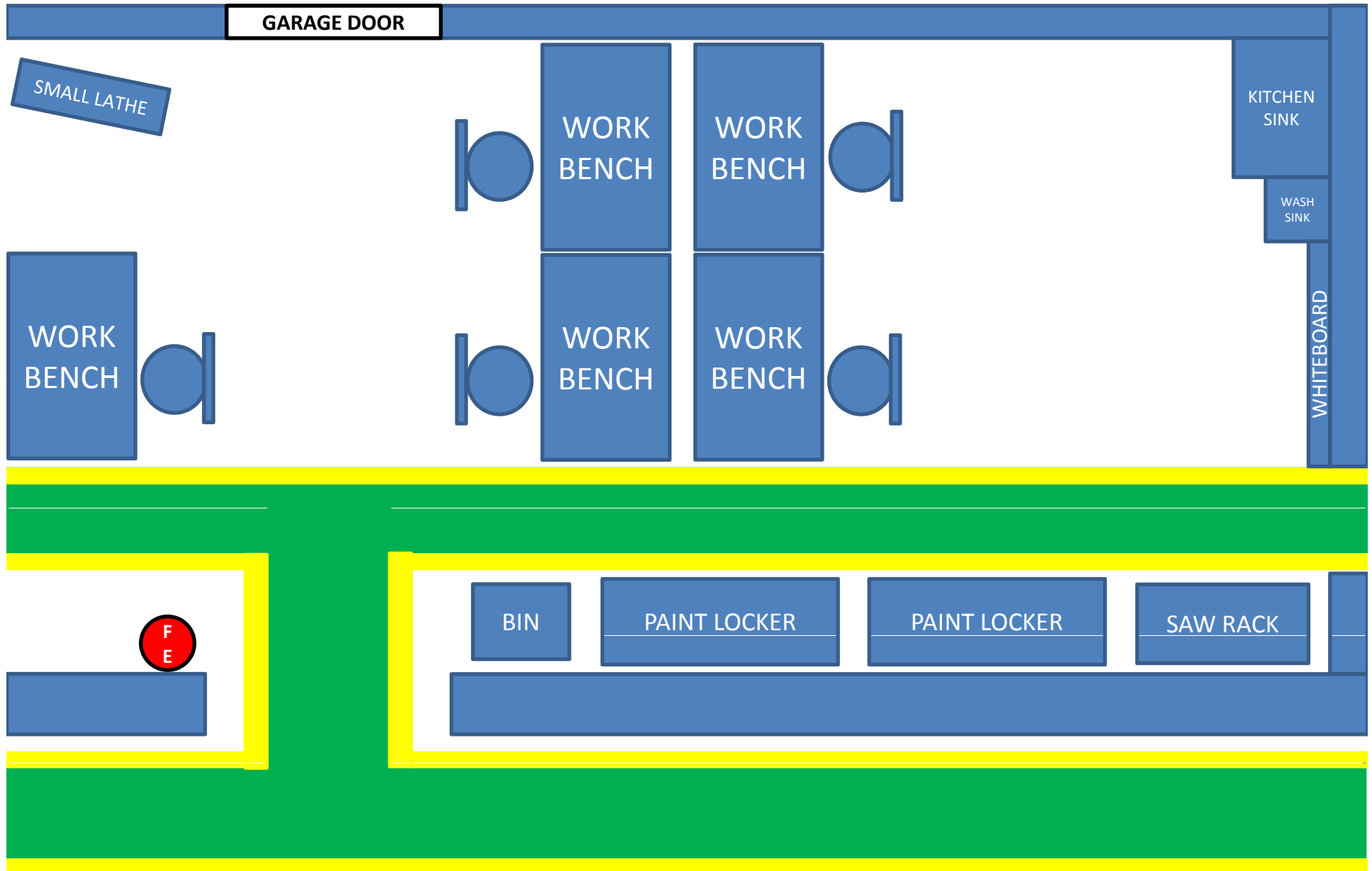
Peter's Video – Welding Bay



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NEW MAINTENANCE WORK BENCH LAYOUT



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After Photo's – Benches



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After Photo's – Benches



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After Photo's – Benches



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Mid Point

HOW ARE WE PROGRESSING?

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Team Self Assessment Sheets (Mid Point)



Area Based Team Assessment Sheets for - Work Area Management

Defined Production Area: Maintenance

Improvement Area: Welding Bay, Machine Shop, Work Benches & Store

Team: Men At Work

Team Leader / Assessor: Simon Kayess / Adrian Thomas

Date: 14/11/12

SUMMARY

Assessment	Area Based Team Area of Focus	Score	Comments A minimum of 16 (80%) for each part is recommended before starting next cycle
WAM Part A	Is the Team established and working effectively?	14/20	
WAM Part B	Is the Team's allocated Improvement Area cleared – up?	14/20	
WAM Part C	Does the work area have good visual controls and are the clear-up activities being sustained?	10/20	
Total Score:		38/60	A score of at least 48 (80%) is recommended before proceeding to Operator Equipment Management



Work Area Management Team Assessment Sheet

A. Team Effectiveness

Defined Production Area: Maintenance

Improvement Area: Welding Bay, Machine Shop, Work Benches & Store

Team: Men At Work

Team Leader / Assessor: Simon Kayess / Adrian Thomas

Date: 14/11/12

Rating Legend
 0 – No, not done
 1 – Started, in progress
 2 – Done, completed

A. Is the team established and working effectively?

Activity Description	0	1	2	Comments
1. Safety and environmental procedures are in place, understood, and followed during all activities.		X		(refer Team Noticeboard and discuss with Team Members)
2. Team mandate & boundaries exist for WAM and all team members understand them.		X		(refer Team Noticeboard and discuss with Team Members)
3. The team roles, responsibilities (Focus Points) and tasks for WAM are clearly defined and understood by all and the workload is equally shared.		X		(refer Team Noticeboard and discuss with Team Members)
4. A Team Noticeboard exists which matches the site standard layout, so everyone knows about the team's activities. This is up to date and a process exists to ensure it is updated at least weekly.		X		(refer Team Noticeboard and discuss with Team Members)
5. A Team Scoreboard exists and a Defined Production Area Scoreboard exists. Between them they score all measurable parts of the mandate. Scoreboards are updated weekly.		X		(refer Team Scoreboard and Defined Production Area Scoreboard)
6. Team schedule, meeting frequency and attendance is regularly tracked and put on the Team Noticeboard.	X			(refer Team Attendance and Schedule Sheet on Team Noticeboard)
7. Costs are tracked and possible benefits noted for proposed or implemented WAM improvements.	X			(refer Requirements Sheets on Team Noticeboard)
8. A skills matrix covering each team member is displayed within the work area with a process to keep it up to date. There is a process in place to develop team flexibility where all members can operate all work stations within their Area of Responsibility for "achieving the production plan".		X		(refer to Skills Matrix on Team Noticeboard or Defined Production Area Noticeboard)
9. Team members agree through consensus on the team direction to achieve their mandate. This self-assessment tool is used to improve team effectiveness. A process exists for capturing future improvement opportunities.			X	(Refer Team Minutes Sheet, Parking Lot Sheet, and discuss with Team Members)
10. A process exists to ensure achievements and learnings of this team get shared with other teams. This team uses its own and other team's learnings to improve their effectiveness.	X			(Refer History Sheet, Improvement Sheets and discuss with TPM Champion and TPM Co-ordinator responsible for Team)
Column Totals:	2	2	6	
Column Scores:				Total Score: 14 / 20

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THERE'S SO MUCH MORE BEHIND A B&D DOOR



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WAM Audit (Mid Point)

WAM Audit						
Work Area: Maintenance		Date: 14 / 11 / 12			Prepared by: Adrian Thomas	
		0	1	2	3	4
		None	Poor	OK	Y Good	Perfect
Safety		Comments				
1	Faulty electrical equipment tagged out or removed from area		X			Extension lead left on ground.
2	Illumination is working & with appropriate shielding				X	
3	Fire extinguishers in correct position, within date and surrounding clear		X			Fire extigusher not cleared. May need second extigusher in
4	No trip hazards identified		X			
5	Members use high vis, eye & hearing protection				X	Extension lead left on ground causing trip hazard
General Area		Comments				
6	Unneeded items are removed from area				X	Scrap bin full
7	Floor areas & walls clear, swept & tidy		X			Workshop floor not clean
8	Materials, work in progress, & trolleys located within appropriate marking boundaries				X	
10	Line markings clearly indicate work zones, walkways and storage areas & according to colour coding for easy identification				X	
11	Visual controls exist for all work aspects to show normal vs abnormal (even by outsider)		X			Work Benchs not tidy
12	Benches organised, clean & tidy (items for current job acceptable)		X			Work Benchs not tidy
13	Scrap & rubbish being sorted & disposed of correctly				X	Scrap bin full
Information		Comments				
14	Team boards are up to date and reflecting current status of team progress				X	
15	Section performance board up to date and completed by appropriate staff					
16	SOP's & OPL's are current and correctly located together with up to date staff training					
17	MSDS's are current, in accordance to the company standard format and correctly		X			Not up to date
18	All posters, notices and safety signs are up to date and as required in accordance to			X		No safety signs in welding bag
19	Issues & Improvement sheets being used to address problems & make changes within the area				X	
Consumables & Cleaning Products		Comments				
20	Location exists for all items indicating item, min / max quantity & safety requirements			X		Lubrication / oils not clean & organised
21	Items correctly stored in designated positions, marked wit MSDS ref. & to			X		
Energy		Comments				
21	Lighting & power sources to area shut down at end of shift				X	
22	Infrequently used equipment in "off" position rather than left "on" just in case				X	
23	Any air leaks are tagged as defects for rectification				X	
24	Staff are energy consiculous and raising ideas to reduce our waste & impact				X	
			7	6	21	20
Total:						54 / 92

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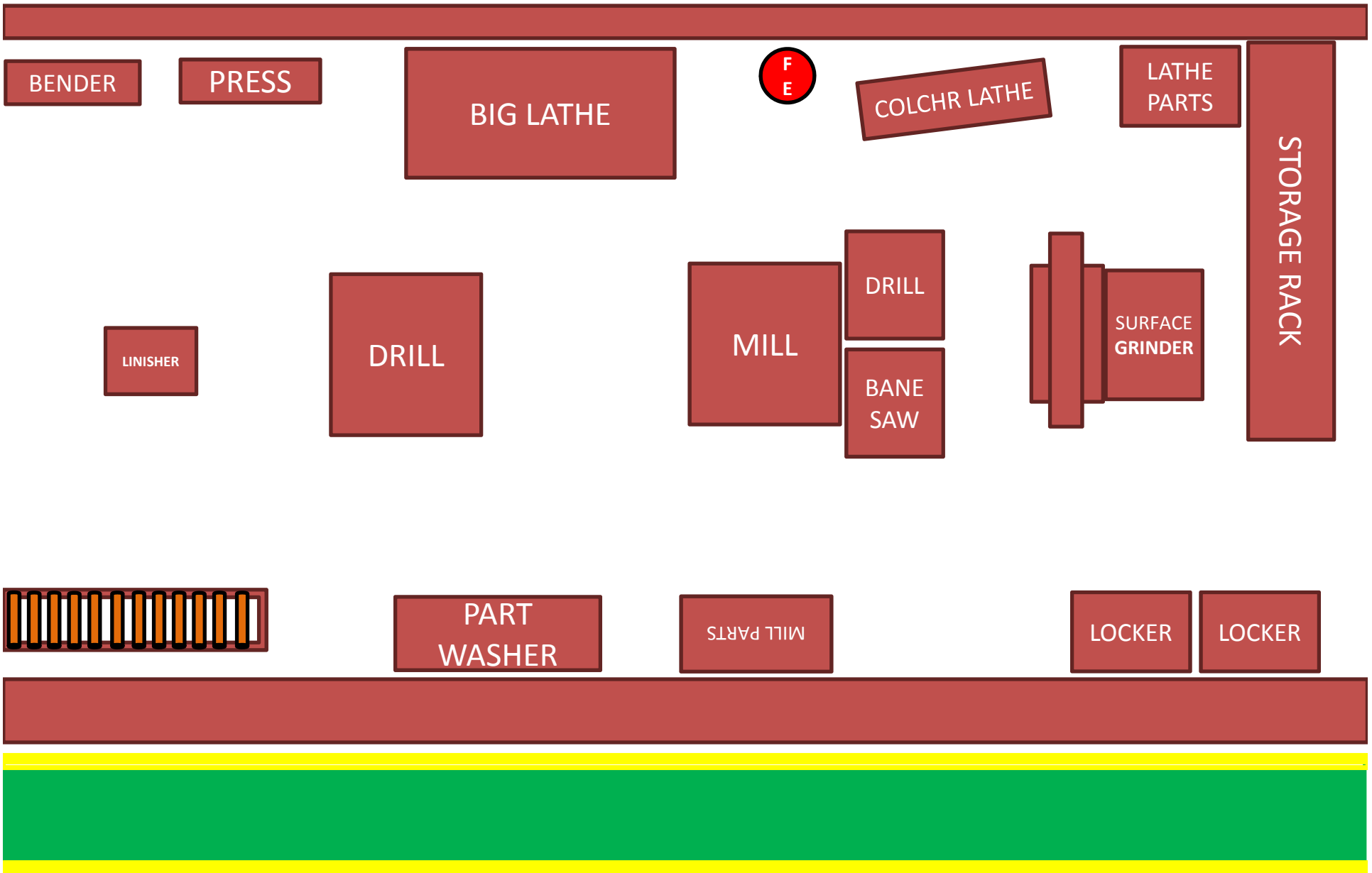
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“WORKSHOPPING THE WORKSHOP”

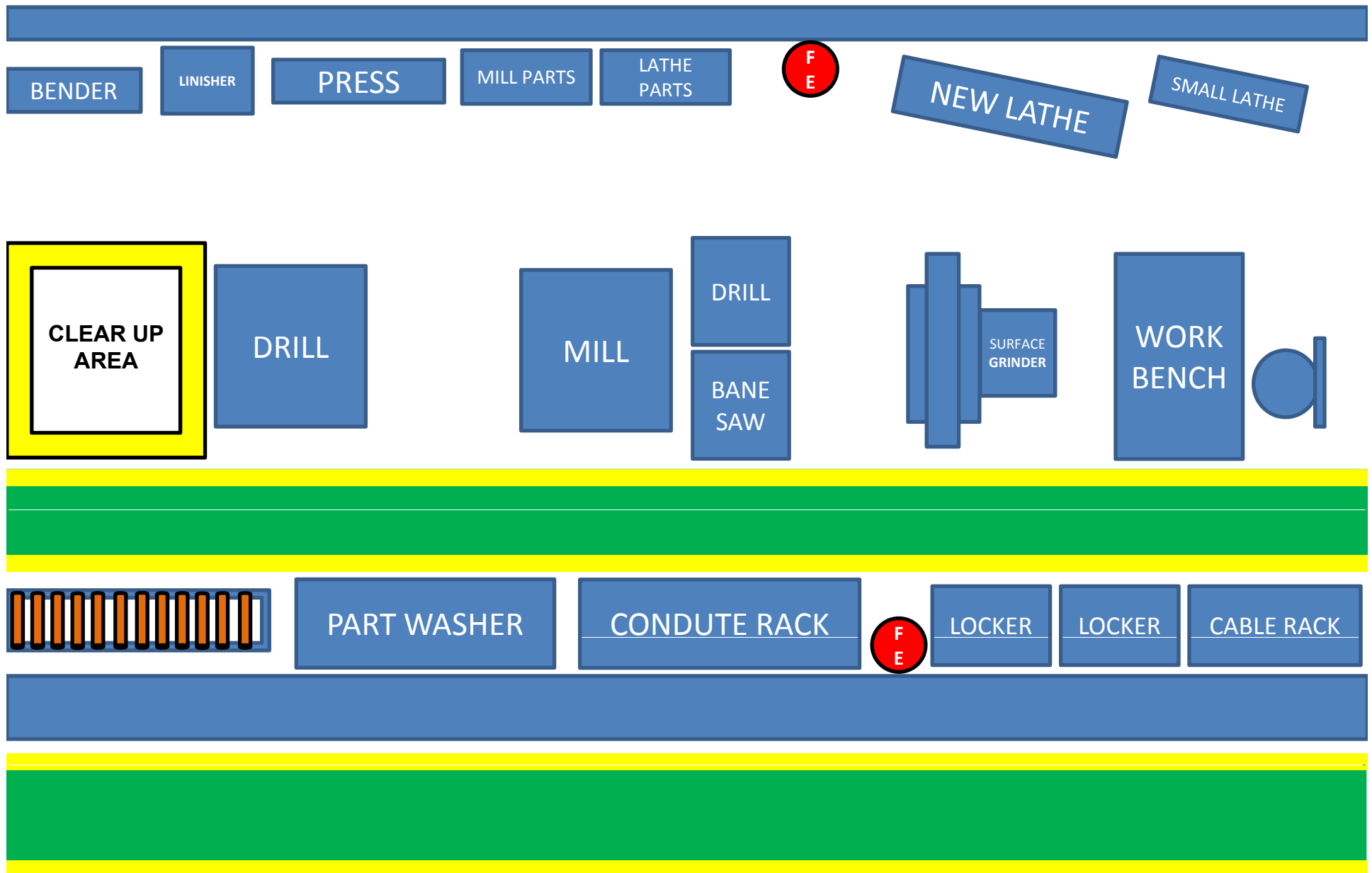
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OLD MAINTENANCE MACHINE SHOP LAYOUT



NEW MAINTENANCE MACHINE SHOP LAYOUT



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Before & After Photo's



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After Photo's



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Before & After Photo's



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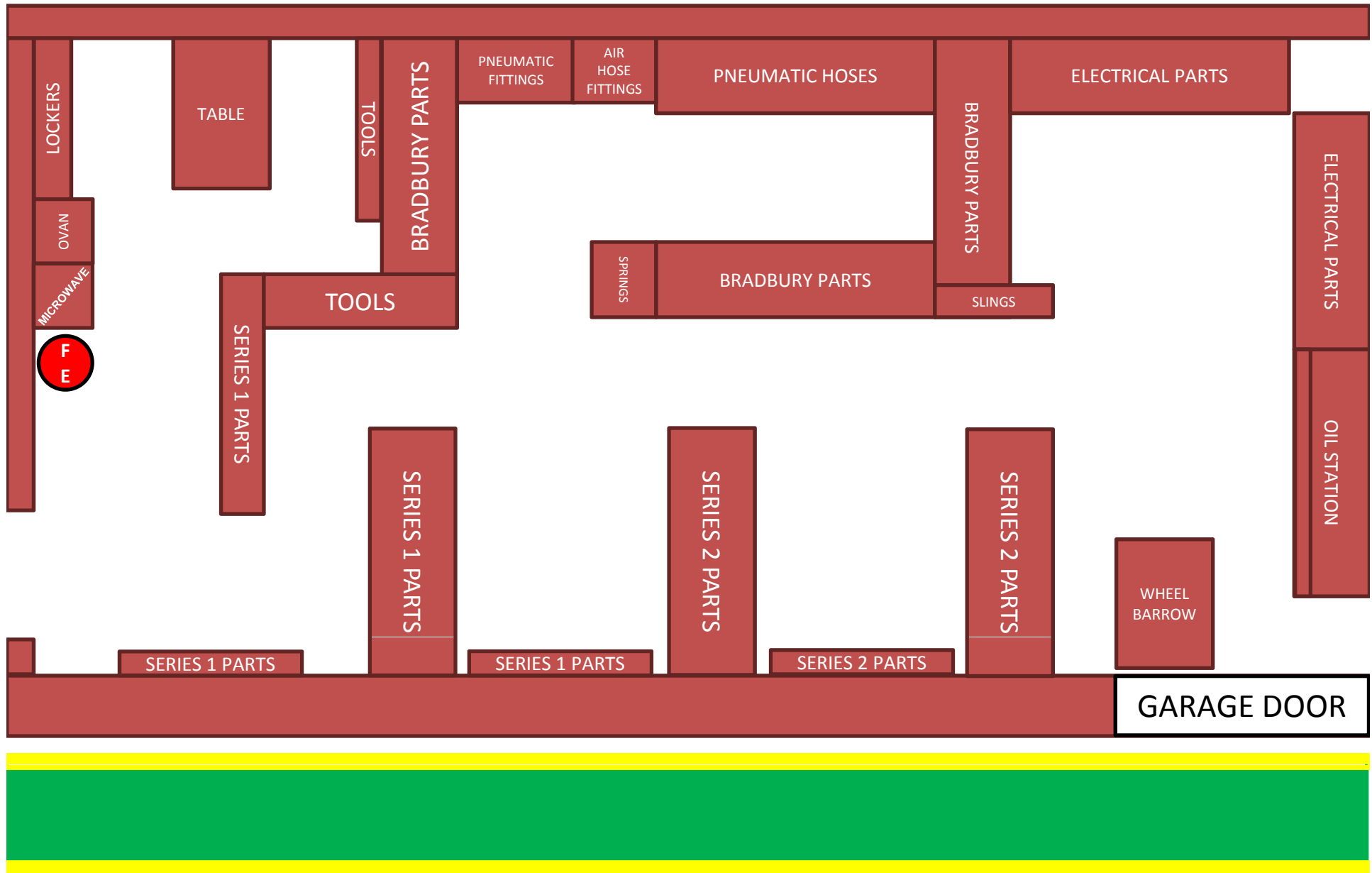
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“END OF THE MAZE”

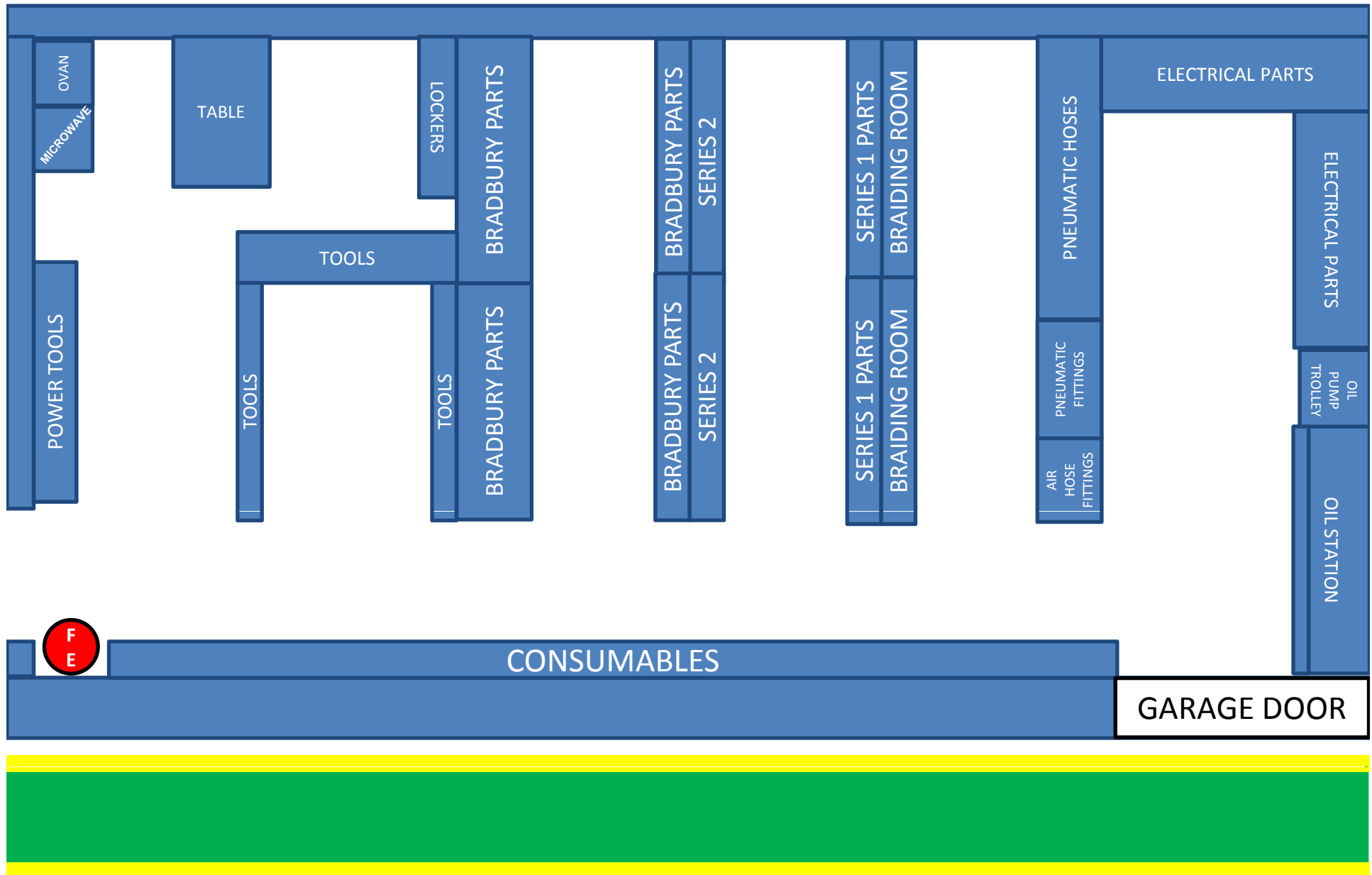
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OLD MAINTENANCE STORE LAYOUT

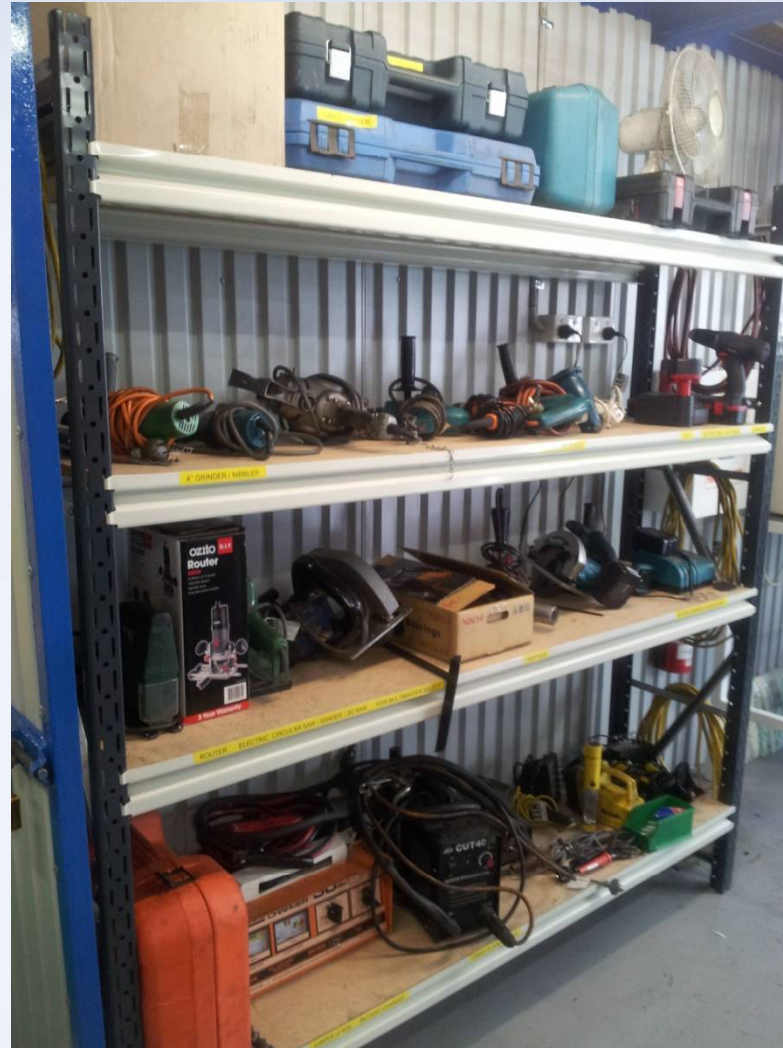
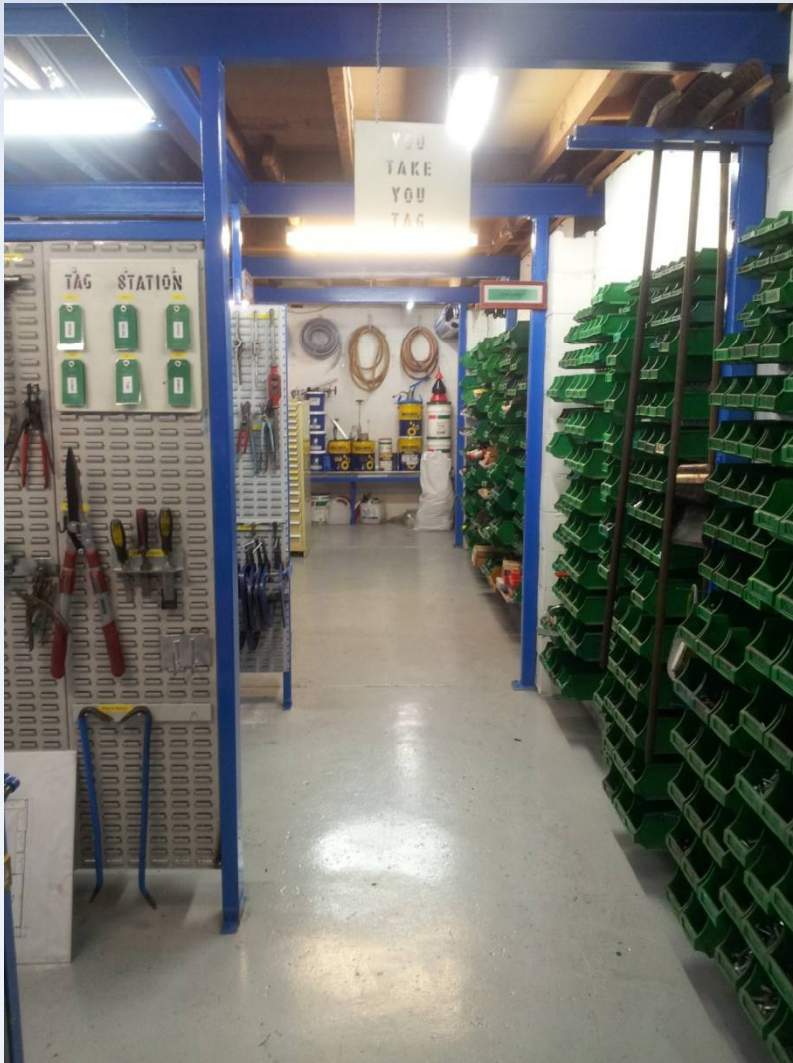


NEW MAINTENANCE STORE LAYOUT



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After Photo's – Store



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After Photo's – Store



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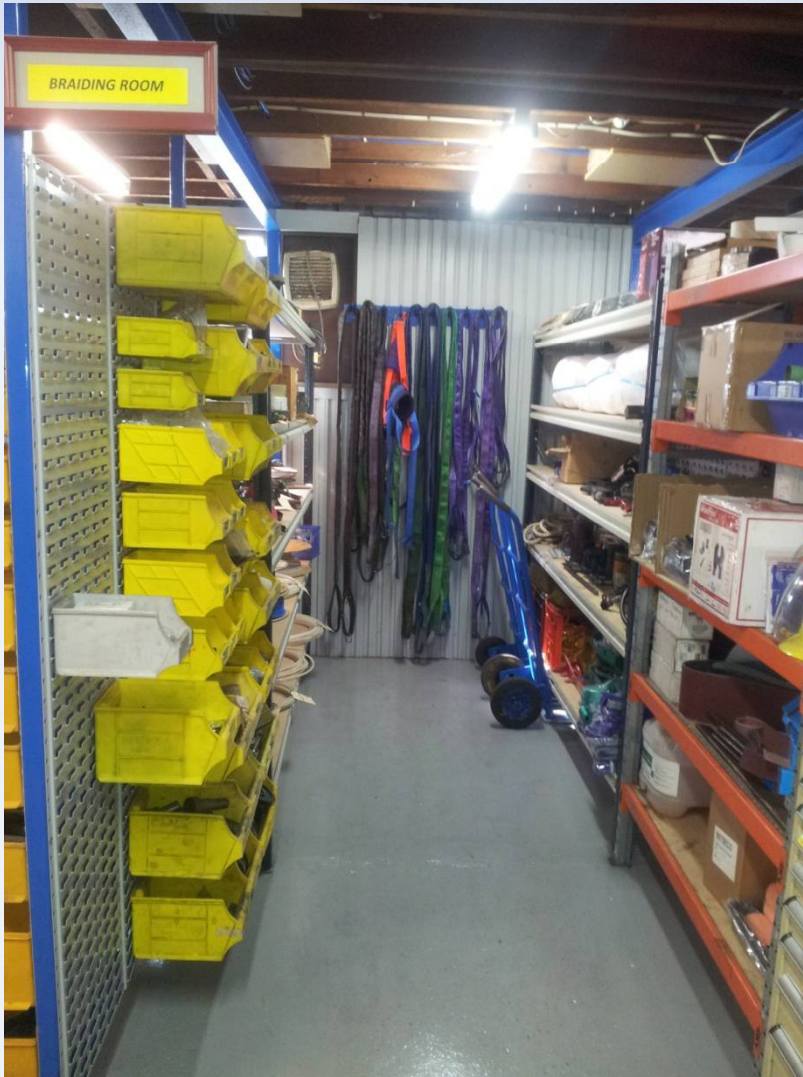


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After Photo's – Store


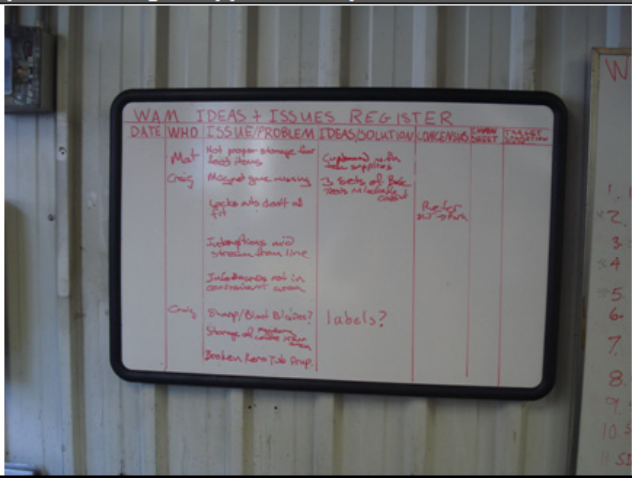


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Improvement Sheets

Team Name:	Men at Work	Location:	Maintenance	Initiated Date:	12/11/11
Team Type:	WAM	Item:	Frustrations board	Completed Date:	20/11/11
Initiator:	Glenn				
1. Problem (Plan)					
No place to formally capture ideas & problems as they occur in the department. Ongoing frustration without resolution for their opportunity					
2. Current Situation (Plan)			3. Proposed Change / Approved Improvement (Do)		
					
Improvement Target:	Install frustrations board to capture these ideas.		Cost:	Nil	Expected Saving: Limitless
4. Results: (Check)			5. Future Actions: (Act)		
Visual control for WAM ideas and issues			Place on teams noticeboard to share our learning's		
Approved by:		Day Shift T/L	Afternoon Shift T/L	Lean Co-ordinator	Leadership Team Sign off
Team Leaders to sign off acceptance of Proposed Change		SK	BT	AT	BA

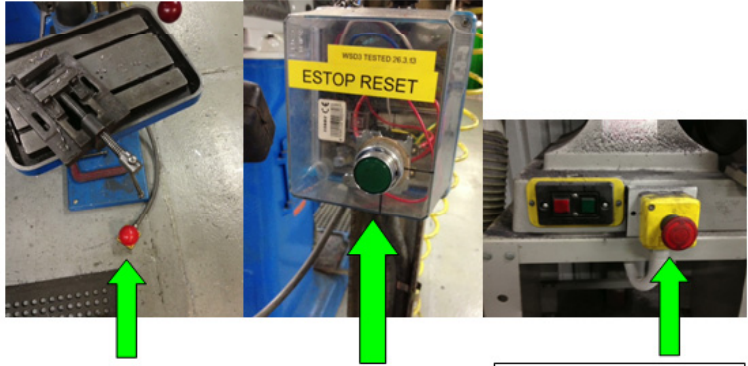
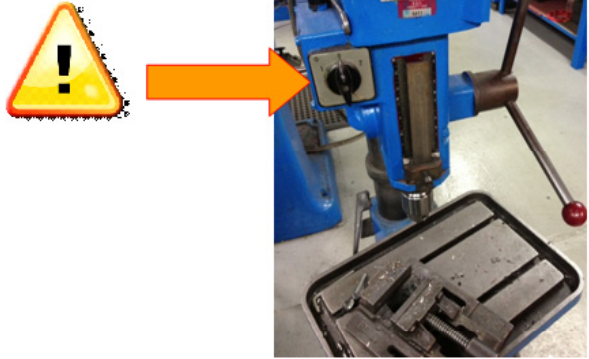
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Improvement Sheets

Team Name:	Men At Work	Location:	Workshop	Initiated Date:	15/5/13	
Team Type:	WAM	Item:	Machine safety	Completed Date:	4/6/13	
Initiator:	Peter					
1. Problem					(Plan)	
Machine safety not up to standard						
2. Current Situation			(Plan)	3. Proposed Change / Approved Improvement		(Do)
Photo:						
			<div>None return foot stop</div> <div>Reset button</div> <div>Twist return mushroom</div>			
Improvement Target:	Install Current level safety stops on all machines		Cost:	\$1000	Expected Saving:	Hazard Reduction
4. Results:			5. Future Actions:			
(Check)			(Act)			
All Machines up to standard			Continue to improve safety standards			
Approved by:		Day Shift T/L	Afternoon Shift T/L	Lean Co-ordinator	Leadership Team Sign off	BA Page 15
Team Leaders to sign off acceptance of Proposed Change		SK	BT	AT	BA	



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Improvement Sheets



Team Name:	Men at Work	Location:	Maintenance Office	Initiated Date:	23/01/13
Team Type:	WAM	Item:	Book Shelf	Completed Date:	20/02/13
Initiator:	Simon Kayess				
1. Problem (Plan)					
Book shelf needed in the maintenance office in order to store maintenance information					
2. Current Situation (Plan)			3. Proposed Change / Approved Improvement (Do)		
					
Improvement Target:	Buy or make book shelves for maintenance office		Cost:	\$100	Expected Saving: \$500p.a (based on 10min lost time per month)
4. Results: (Check)			5. Future Actions: (Act)		
More organize and easier to find the documents you are looking for			Place on teams noticeboard to share our learning's		
CTPM Australasia	Approved by:	Day Shift T/L	Afternoon Shift T/L	Lean Co-ordinator	Leadership Team Sign off
	Team Leaders to sign off acceptance of Proposed Change	SK	BT	AT	BA
					Page 15

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Improvement Sheets


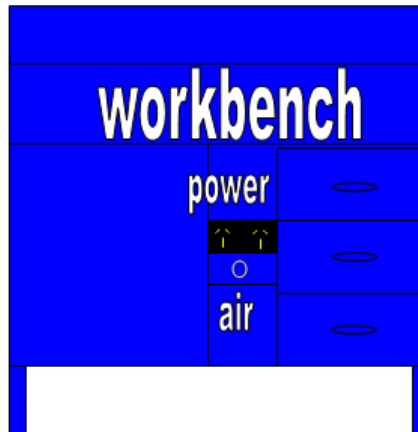
Team Name:	Men At Work	Location:	Work station	Initiated Date:	30/11/11
Team Type:	WAM	Item:	Cable storage	Completed Date:	05/12/11
Initiator:	Simon				
1. Problem (Plan)					
Cables stored below bench. Difficult to access and identify.					
2. Current Situation (Plan)			3. Proposed Change / Approved Improvement (Do)		
Photo: 					
Improvement Target:	Easy access for identification and manual handling.	Cost:	\$80	Expected Saving:	\$1500p.a (based on 5min lost time per week)
4. Results: (Check)			5. Future Actions: (Act)		
More organised with easy access and identification					
Approved by:		Day Shift T/L	Afternoon Shift T/L	Lean Co-ordinator	Leadership Team Sign off
Team Leaders to sign off acceptance of Proposed Change		SK	BT	AT	BA
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Improvement Sheets

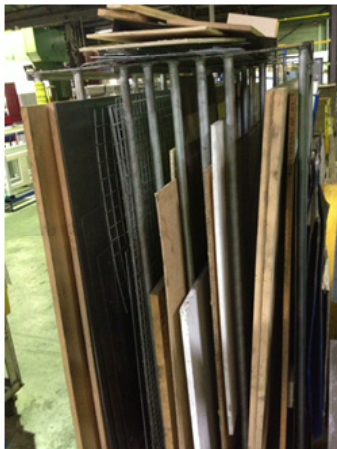

Team Name:	Men At Work	Location:	Workshop	Initiated Date:	12/6/12
Team Type:	WAM	Item:	Benches	Completed Date:	17/7/12
Initiator:	Simon				
1. Problem (Plan)					
Difficult access to energy when working at bench.					
2. Current Situation (Plan)			3. Proposed Change / Approved Improvement (Do)		
Photo: 					
Improvement Target:	Reduce stretch and reach hazards. Improve access and availability of energy.		Cost:	\$75/bench	Expected Saving:
4. Results: (Check)			5. Future Actions: (Act)		
Power and air in ideal position for most tasks.			None		
Approved by:		Day Shift T/L	Afternoon Shift T/L	Lean Co-ordinator	Leadership Team Sign off
Team Leaders to sign off acceptance of Proposed Change		SK	BT	AT	BA
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**MEN
AT
WORK**

Improvement Sheets



Team Name:	Men At Work	Location:	Workshop	Initiated Date:	16/4/13
Team Type:	WAM	Item:	Sheet Metal And Wood rack	Completed Date:	26/4/13
Initiator:	Simon				
1. Problem (Plan)					
Large rack in workshop location difficult to access and stored in wasted space					
2. Current Situation (Plan)			3. Proposed Change / Approved Improvement (Do)		
Photo: 					
Improvement Target:	Install casters on rack so that it may be easily accessed as required and stored out of the way.		Cost:	\$80	Expected Saving: Increase space in workshop
4. Results: (Check)			5. Future Actions: (Act)		
Space opened up in workshop to upgrade welding bay			None		
Approved by:		Day Shift T/L	Afternoon Shift T/L	Lean Co-ordinator	Leadership Team Sign off
Team Leaders to sign off acceptance of Proposed Change		SK	BT	AT	BA
CTPM Australasia		Page 15			

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Improvement Sheets

Team Name:	Men At Work	Location:	Maintenance (Welding Bay)	Initiated Date:	09/08/12
Team Type:	WAM	Item:	Tools	Completed Date:	02/09/12
Initiator:	Peter Lawrance				
1. Problem (Plan)					
Old tools are starting to wear which could be deemed unsafe to use					
2. Current Situation (Plan)			3. Proposed Change / Approved Improvement (Do)		
					
Improvement Target:	New tool to replace old worn tools		Cost:	\$1278.87	Expected Saving: TBD
4. Results: (Check)			5. Future Actions: (Act)		
N/A			N/A		
CTPM Australasia	Approved by:	Day Shift T/L	Afternoon Shift T/L	Lean Co-ordinator	Leadership Team Sign off
	Team Leaders to sign off acceptance of Proposed Change	SK	BT	AT	BA


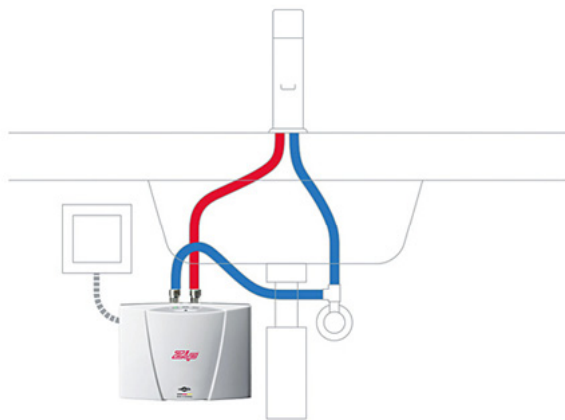
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**MEN
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Improvement Sheets

Team Name:	Men At Work	Location:	Sink	Initiated Date:	28/1/13
Team Type:	WAM	Item:	Tap	Completed Date:	14/5/13
Initiator:	Simon				
1. Problem (Plan)					
Hot water unit to wash basin is broken.					
2. Current Situation (Plan)			3. Proposed Change / Approved Improvement (Do)		
Photo: 					
Improvement Target:	Remove faulty equipment from workshop.		Cost:	\$550	Expected Saving: OHS and cultural improvement
4. Results: (Check)			5. Future Actions: (Act)		
Hot water system replaced with suitable unit. Water temp set to 38 deg C.			None.		
CTPM Australasia	Approved by:	Day Shift T/L	Afternoon Shift T/L	Lean Co-ordinator	Leadership Team Sign off
	Team Leaders to sign off acceptance of Proposed Change	SK	BT	AT	BA



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Improvement Sheets

Team Name:	Men At Work	Location:	Maintenance (Welding Bay)	Initiated Date:	09/08/12
Team Type:	WAM	Item:	Welding Curtain	Completed Date:	
Initiator:	Craig .W				
1. Problem (Plan)					
Current welding curtain is old and worn					
2. Current Situation (Plan)			3. Proposed Change / Approved Improvement (Do)		
					
Improvement Target:	New welding curtain for both bays		Cost:	\$450	Expected Saving: WHS Issue
4. Results: (Check)			5. Future Actions: (Act)		
N/A			N/A		
CTPM Australasia	Approved by:	Day Shift T/L	Afternoon Shift T/L	Lean Co-ordinator	Leadership Team Sign off
	Team Leaders to sign off acceptance of Proposed Change	SK	BT	AT	BA
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HOW DID WE SUSTAIN OUR IMPROVEMENTS?

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MAINTENANCE MACHINE SHOP STANDARD



- Machines clean and tidy at end of task
- Ensure floor is free of clutter
- Ensure tools are returned to correct locations

PLEASE ENSURE AREA IS LEFT AS PER PHOTO

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Procedures

WAM PROCEDURES – HOUSEKEEPING FOR MACHINE SHOP AREA





Area	Task	Frequency	Responsibility
Machine Shop	<ul style="list-style-type: none"> • Sweep Floor • Vacuum machine and floor area • Wipe down Trays • Pick up rubbish • Empty bins • Visual inspection of work area compliance • Checklist • WAM Audit 	<ul style="list-style-type: none"> • End of shift • During activity time • When spillage occurs • Continuous requirement • Daily • End of shift • End of shift • Monthly 	<ul style="list-style-type: none"> • Simon Kayess • Peter Lawrence • Craig W • James H

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**MEN
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Daily WAM Checklist



 Doors & Openers® <small>1982 Australasia Pty Ltd. ABN 29 020 412 912</small> An  alesco Company		Daily WAM Check off List										MONTH:								
CIRCLE <u>S1 / S2 / Bradbury / Windows / Cables / T & S /</u> AREA <u>Braiding / Flex - A – Door / P4-6 / Maintenance</u>												Complete		Incomplete						
DATE																				
INITIAL																				
TASK DESCRIPTION	M		T		W		T		F		M		T		W		T		F	
	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A
Empty garbage bins before end of shift																				
Bulk storage consumables restocked																				
Hand tools returned to correct location																				
Machines clean at end of task																				
Information returned to library																				
Floor free of clutter																				
Worktables free of clutter and set as per standard																				
Passageway exits working and not blocked																				
Cleaning equipment is stored in correct location																				
All radios and fans are off at end of shift																				
END OF MONTH SIGN OFF	TEAM LEADER DAYSHIFT <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY (COMMENTS) _____										No. of X's		No. of Days missed							
	TEAM LEADER AFTERNOON SHIFT <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY (COMMENTS) _____																			

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Maintenance Skill Matrix

Maintenance Skill Matrix											
TASK											
NAME	<i>Electrical</i>	<i>Disconnect/reconnect</i>	<i>Pneumatics</i>	<i>Hydraulics</i>	<i>Fabricating</i>	<i>Fitting</i>	<i>Machining</i>	<i>Computer Skills</i>	<i>Forklift</i>	<i>Crane</i>	<i>Scissor lift</i>
Simon Kayess											
Peter Lawrance											
Craig Weire											
James Hoyte											
<div>  Not Competent  Competent </div>											

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Team Self Assessment Sheets (Final)



Area Based Team Assessment Sheets for - Work Area Management

Defined Production Area: Maintenance

Improvement Area: Welding Bay, Machine Shop, Work Benches & Store

Team: Men At Work

Team Leader / Assessor: Simon Kayess / Adrian Thomas

Date: 01/05/13

SUMMARY

Assessment	Area Based Team Area of Focus	Score	Comments A minimum of 16 (80%) for each part is recommended before starting next cycle
WAM Part A	Is the Team established and working effectively?	19/20	
WAM Part B	Is the Team's allocated Improvement Area cleared - up?	18/20	
WAM Part C	Does the work area have good visual controls and are the clear-up activities being sustained?	19/20	
Total Score:		56/60	A score of at least 48 (80%) is recommended before proceeding to Operator Equipment Management



Work Area Management Team Assessment Sheet

A. Team Effectiveness

Defined Production Area: Maintenance

Improvement Area: Welding Bay, Machine Shop, Work Benches & Store

Team: Men At Work

Team Leader / Assessor: Simon Kayess / Adrian Thomas

Date: 01/05/13

Rating Legend
 0 - No, not done
 1 - Started, in progress
 2 - Done, completed

A. Is the team established and working effectively?

Activity Description	0	1	2	Comments
1. Safety and environmental procedures are in place, understood, and followed during all activities.		X		(refer Team Noticeboard and discuss with Team Members)
2. Team mandate & boundaries exist for WAM and all team members understand them.		X		(refer Team Noticeboard and discuss with Team Members)
3. The team roles, responsibilities (Focus Points) and tasks for WAM are clearly defined and understood by all and the workload is equally shared.		X		(refer Team Noticeboard and discuss with Team Members)
4. A Team Noticeboard exists which matches the site standard layout, so everyone knows about the team's activities. This is up to date and a process exists to ensure it is updated at least weekly.		X		(refer Team Noticeboard and discuss with Team Members)
5. A Team Scoreboard exists and a Defined Production Area Scoreboard exists. Between them they score all measurable parts of the mandate. Scoreboards are updated weekly.		X		(refer Team Scoreboard and Defined Production Area Scoreboard)
6. Team schedule, meeting frequency and attendance is regularly tracked and put on the Team Noticeboard.		X		(refer Team Attendance and Schedule Sheet on Team Noticeboard)
7. Costs are tracked and possible benefits noted for proposed or implemented WAM improvements.		X		(refer Requirements Sheets on Team Noticeboard)
8. A skills matrix covering each team member is displayed within the work area with a process to keep it up to date. There is a process in place to develop team flexibility where all members can operate all work stations within their Area of Responsibility for "achieving the production plan".		X		(refer to Skills Matrix on Team Noticeboard or Defined Production Area Noticeboard)
9. Team members agree through consensus on the team direction to achieve their mandate. This self-assessment tool is used to improve team effectiveness. A process exists for capturing future improvement opportunities.		X		(Refer Team Minutes Sheets, Parking Lot Sheet, and discuss with Team Members)
10. A process exists to ensure achievements and learnings of this team get shared with other teams. This team uses its own and other team's learnings to improve their effectiveness.		X		(Refer History Sheet, Improvement Sheets and discuss with TPM Champion and TPM Co-ordinator responsible for Team)
Column Totals:	1	9		
Column Scores:				Total Score: 19 / 20

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**MEN
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WAM Audit (Final)

WAM Audit						
Work Area: Maintenance		Date: 01/05/13			Prepared by: Adrian Thomas	
		0	1	2	3	4
	Safety	None	Poor	OK	V Good	Perfect
1	Faulty electrical equipment tagged out or removed from area				X	
2	Illumination is working & with appropriate shielding				X	
3	Fire extinguishers in correct position, within date and surrounding clear					X
4	No trip hazards identified					X
5	Members use high vis, eye & hearing protection					X
	General Area	None	Poor	OK	V Good	Perfect
6	Unneeded items are removed from area				X	
7	Floor areas & walls clear, swept & tidy					X
8	Materials, work in progress, & trolleys located within appropriate marking boundaries				X	
10	Line markings clearly indicate work zones, walkways and storage areas & according to colour coding for easy identification					X
11	Visual controls exist for all work aspects to show normal vs abnormal (even by outsider)				X	
12	Benches organised, clean & tidy (items for current job acceptable)					X
13	Scrap & rubbish being sorted & disposed of correctly					X
	Information	None	Poor	OK	V Good	Perfect
14	Team boards are up to date and reflecting current status of team progress					X
15	Section performance board up to date and completed by appropriate staff					X
16	SOP's & OPL's are current and correctly located together with up to date staff training				X	
17	MSDS's are current, in accordance to the company standard format and correctly				X	
18	All posters, notices and safety signs are up to date and as required in accordance to					X
19	Issues & Improvement sheets being used to address problems & make changes within the area					X
	Consumables & Cleaning Products	None	Poor	OK	V Good	Perfect
20	Location exists for all items indicating item, min / max quantity & safety requirements				X	
21	Items correctly stored in designated positions, marked with MSDS ref. & to				X	
	Energy	None	Poor	OK	V Good	Perfect
21	Lighting & power sources to area shut down at end of shift					X
22	Infrequently used equipment in "off" position rather than left "on" just in case					X
23	Any air leaks are tagged as defects for rectification					X
24	Staff are energy conscious and raising ideas to reduce our waste & impact				X	
					30	56
Total:					86 / 100	

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History Sheet

What slowed us down???

- Production priorities
- Supporting Operator Equipment Management teams
- Projects
- Team members / support people not available

Key Achievements

- Excellent Team Work
- Utilising individual abilities
- Respect from management to workers
- Pride in the new work area

Lessons Learnt

- Isolate fire alarms
- Check that no one has turn fire alarms back on
- Be persistent
- Don't underestimate the power of communication

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Sharing the learning's



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***THE JOURNEY WILL
CONTINUE...***

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