

4M ANALYSIS CHECKLIST

DATE:

THIS 4M ANALYSIS CAN BE CONDUCTED USING THE FOLLOWING DEVICES:

- TABLET (ANDROID & IOS)
- SMARTPHONE (ANDROID & IOS)
- AR GLASSES (MICROSOFT HOLOLENS 2, EPSON, REALWEAR AND VUZIX GLASSES)

AUDIT TITLE:	
DOCUMENT N°:	
CONDUCTED BY:	
ASSIGNED TO:	
SITE:	

MAN		YES	NO
1	Does he follow standards?		
2	Is his work efficiency acceptable?		
3	Is he problem-conscious?		
4	Is he responsible?		
5	Is he qualified?		
6	Is he experienced?		
7	Is he assigned to the right job?		
8	Is he willing to improve?		
9	Does he maintain good human relations?		

MACHINE		YES	NO
1	Does it meet production requirements?		
2	Does it meet process capabilities?		
3	Is the oiling (greasing) adequate?		
4	Is the inspection and maintenance adequate?		
5	Is operation stopped often because of mechanical trouble?		
6	Does it meet the specifications?		
7	Does it make any unusual noises?		
8	Is the layout adequate?		
9	Are there enough machines/facilities?		
10	Is everything in good working order?		

MATERIAL		YES	NO
1	Are there any mistakes in volume?		
2	Are there any mistakes in grade?		
3	Are there any mistakes in the brand name?		
4	Are there impurities mixed in?		
5	Is the inventory level adequate?		
6	Is there any waste in material?		
7	Is the handling adequate?		
8	Is the work-in-process abandoned?		
9	Is the layout adequate?		
10	Is the quality standard adequate?		

METHOD		YES	NO
1	Are the work standards adequate?		
2	Is the work standard upgraded?		
3	Is it a safe method?		
4	Is it a method that ensures a good product?		
5	Is it an efficient method?		
6	Is the sequence of work adequate?		
7	Is the setup adequate?		
8	Are the temperature and humidity appropriate?		
9	Are the lighting and ventilation adequate?		
10	Are the interfaces with the previous and next process clearly defined?		

SIGNATURE: