

OPERATOR OBSERVANCE CHECK SHEET

Operator Name :-

Department :-

Auditor name :-

Date of observance :-

Sl. No.	Audit Check Points	Method	Score (0 or 1)	Observations Description	Action Plan (if score '0')	Resp	Target Date
1	Is operator working with proper PPE's (Hand Gloves,Shoes,Goggles etc)	Visually					
2	Is operator working according to Work Instructions/OPS	Visually					
3	Visual defects are checked by operator before and after operation during process	Visually					
4	Operator ensure no excess material in bin/trolley etc.	Visually					
5	Is operator clean machine,tool,fixture & machine surrounding before and after work	Visually					
6	Operator ensure proper handling of parts /tools etc	Visually					
7	Daily check sheet available and filled-up properly.	Visually					
8	Check operator for proper dispose off waste (Used hand gloves,face mask,dhoti etc)	Visually					
9	Is operator aware about abnormal situations & take action accordingly	By discussion					
10	Operator Maintain 1S & 2S	Visually					
	Maximum score		10	% Score achieved :-	Followed -	1	
	Earned score				Not Followed -	0	

Qualification criteria :- 1. Min Passing Score \geq 70% , 2. If score is < 70%, provide training to those operator and monitor again.

Every Question are having 01 mark.

NOTE:- Operator should not know that his/her audit is going on. (visually or by discussion)

Auditor signature :-