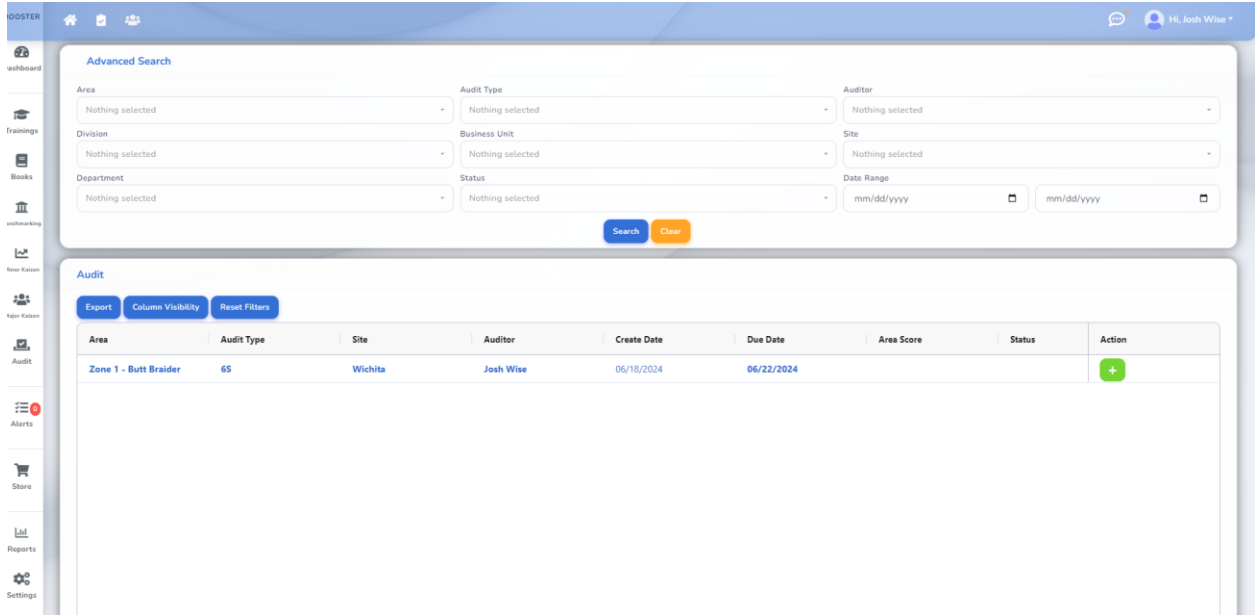
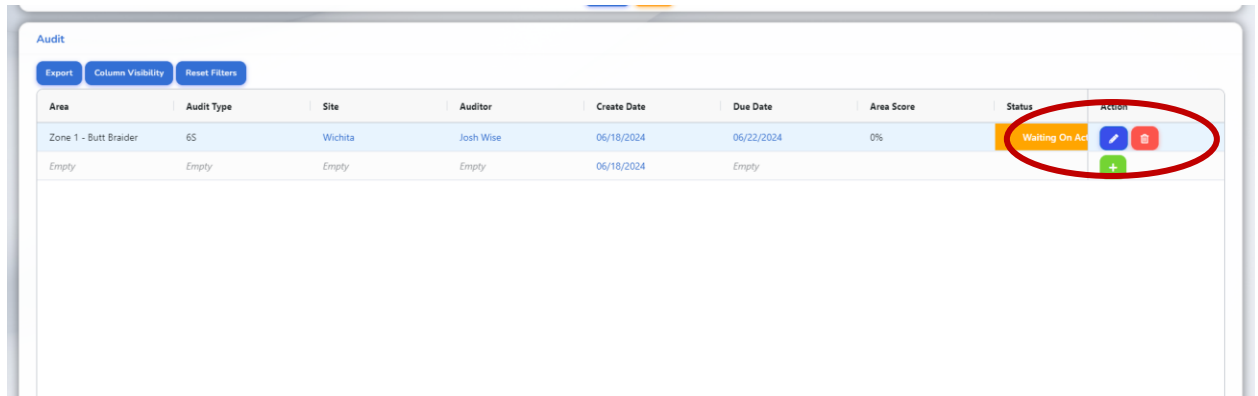


# Booster – Creating and Completing Audits

- 1) To create an audit, in the audit table, begin filling out the initial audit information. This includes “Area”, “Audit Type”, “Site”, “Auditor”, and “Due Date”. Once that information has been entered, simply click the green add button to create the audit.



- 2) To complete an audit, click the blue edit button to open it.



3) This will bring up the audit screen.

**Edit Audit** [Complete Audit] [Manager Approval]

Print

Improving Area	Question	Answer	Note	Attachments
Sort	No unnecessary items are left or stored in the workplace	0	Empty	Upload Attachments Here
Sort	All machines and pieces of equipment are in regular use	0	Empty	Upload Attachments Here
Sort	All tools and fixtures are in regular use	0	Empty	Upload Attachments Here
Sort	Storage area is defined to store broken and unusable items	0	Empty	Upload Attachments Here
Sort	Storage area is defined to store occasionally used items	0	Empty	Upload Attachments Here
Sort	There is a process to identify items that are not used regularly look for items sitting idle for long time	0	Empty	Upload Attachments Here
Sort Score		0		
Set	Locations of tools and equipment are clear and well organized	0	Empty	Upload Attachments Here
Set	Locations of materials and products are clear and well organized	0	Empty	Upload Attachments Here
Set	Labels exist to indicate locations, containers, boxes, shelves and stored items	0	Empty	Upload Attachments Here
Set	Inventory is adequately stocked and managed	0	Empty	Upload Attachments Here
Set	No food exists on shop floor and all beverages are in spill proof containers and in compliance with FODin cup holders	0	Empty	Upload Attachments Here
Set	Floor tapes are clearly identified and clean as per standard	0	Empty	Upload Attachments Here
Set Score		0		
Shine	Floors, walls, ceilings and paperwork are in good condition and free from dirt and dust	0	Empty	Upload Attachments Here

4) To print the "Print" button

**Edit Audit** [Complete Audit] [Manager Approval]

Print

Improving Area	Question	Answer	Note	Attachments
Sort	No unnecessary items are left or stored in the workplace	0	Empty	Upload Attachments Here
Sort	All machines and pieces of equipment are in regular use	0	Empty	Upload Attachments Here
Sort	All tools and fixtures are in regular use	0	Empty	Upload Attachments Here
Sort	Storage area is defined to store broken and unusable items	0	Empty	Upload Attachments Here
Sort	Storage area is defined to store occasionally used items	0	Empty	Upload Attachments Here

5) To answer an audit question simply select either 0 or 1 from the answer column. 1 is a "Yes" answer. 0 is a "No". If you have any notes, they can be added in the note section. Images and other documents can be added here as well.

Improving Area	Question	Answer	Note	Attachments
Sort	No unnecessary items are left or stored in the workplace	0	Empty	Upload Attachments Here Drag & drop files here ... (or click to select files) Select files ... [Browse ...]
Sort	All machines and pieces of equipment are in regular use	0	Empty	Upload Attachments Here

6) Once the audit has been completed, simply click “Submit” to submit the audit for approval.

Standardize Score		3		
Sustain	SAG Boards are up to date	1	Empty	Upload Attachments Here
Sustain	The 6S audit checklist is up to date and posted on SAG boards	0	Empty	Upload Attachments Here
Sustain Score		1		
Safety	Are there any obvious safety issues? Trip Hazards, areas of hazard not identified?	0	Empty	Upload Attachments Here
Safety	Is all safety equipment identified, unobstructed, accessible and in good condition? Are all walkways clear?	1	Empty	Upload Attachments Here
Safety	Are all safety measures being adhered to? Including proper hearing, eye, hand, and face protection?	1	Empty	Upload Attachments Here
Safety	Emergency Exit lights, fire extinguishers, and first aid kits are accessible, current, and have recent inspections	1	Empty	Upload Attachments Here
Safety	There are evidences of frequent safety trainings	1	Empty	Upload Attachments Here
Safety	All chemicals are labeled clearly with pictogram and Safety Data information	0	Empty	Upload Attachments Here
Safety	Ventilation equipment is operational and being used appropriately	1	Empty	Upload Attachments Here
Safety	Checklist on forklift is up to date	1	Empty	Upload Attachments Here
Safety Score		6		
Area Score		15		

Note

Close Save Without Submit **Submit**

7) To approve an audit, open the audit as described above. Click the Manager Approval tab.

### Edit Audit

Complete Audit **Manager Approval**

Improving Area	Question
Sort	No unnecessary items are left or stored
Sort	All machines and pieces of equipment

8) Select either “Approve” or “Reject” from the drop down and click “Save”.

### Edit Audit

Complete Audit **Manager Approval**

Manager Approval

--Select--

Approve

Reject

Close Save