

Plant Layout Spot Audit

Developed and used by
Richard Muther & Associates

Based upon the most fundamental of layout planning objectives, every production or industrial service facility should, wherever possible, be arranged to meet the following considerations. Check your current or planned layout against these points.

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	Excellent	Very Good	Good	Fair	Poor
1. Directness of material flow – back tracking and cross traffic.					
2. Direct labor hours required and utilized.					
3. Investment in material-in-process necessary by nature of the layout.					
4. Maintenance – space for and ease of; availability of service.					
5. Costs of material handling – by direct labor, handlers, and servicemen – including scrap, packing, returns, salvage, trimmings, etc.					
6. Costs of storing – stores keeping, handling in stores area, controlled areas, ease of identity, etc.					
7. Quality costs – inspection cost, damage to material, access of inspectors and/or test equipment.					
8. Space utilization – idle or wasted space.					
9. Equipment utilization – idle or inaccessible equipment.					
10. Supervision – ease or difficulty to see area, to get operators, to check quality and performance.					
11. Personnel – safety and satisfaction thereof.					
12. Work accountability – planning, scheduling, paperwork, count, timekeeping, etc.					
13. Housekeeping possibilities by nature of layout – including effect on quality, output, equipment and personnel of dirt, dust, fumes, vibrations, etc.					
14. Flexibility – ease of expansion or adaptability to changes in product, process, routing, or schedules.					
15. Set-up and tool service – availability of and access for.					