

Poor Practice	World Class Practice	Audit	Target	Action	By Who	When By	Re-Audit
<b>MANAGEMENT SYSTEMS</b>							
No party has responsibility for the waste generated by the business	There is a clear ownership for the waste generated by the business. There are clear lines of responsibility.						
No System exists for Regular collection of Waste Statistics	A comprehensive system exists for regular collection of waste statistics.						
No review of waste generated by the business takes place	A comprehensive system exists for regular review of waste statistics.						
No action takes place as a consequence of waste generated in the business.	Action plans are developed to address all waste related issues.						
No attempt is made to inform relevant parties of waste costs that may be influenced by their activities.	All parties are briefed of the nature, amount and costs of waste that may be influenced by their activities.						
		#DIV/0!	#DIV/0!				
<b>MATERIAL CONTROL</b>							
Delivery of goods is not monitored for quality, accuracy or damage performance. No records exist.	All goods delivered are audited. Deliveries are checked for quality, accuracy and damage. All of this information is documented, and used to review supplier performance. Less than 1000 ppm defects are recorded						
Delivered goods are stored wherever space is available.	Goods are delivered to planned storage spaces and their location is recorded centrally.						
Goods are stored at the convenience of the receiving function.	Goods are stored so that they are convenient for the point of use.						
No control of stock levels and product is used randomly.	Product is held between strict maximum and minimum holding limits using Kanban controls. Strict FIFO is Implemented.						
No organised approach to the delivery of product to the workplace exists.	Product delivery to the workplace is based on pull signals.						
Material is frequently damaged during delivery to the workstations.	Systems and procedures have been implemented to prevent damage during delivery to the workplace.						
No stock-take of material holding takes place.	regular stock-takes are reconciled with computer records.						
Material frequently has to be scrapped before product can be used.	No material is scrapped before material is used.						
Residual material is frequently left at the end of the product cycle.	All materials are used up in the product cycle.						
		#DIV/0!	#DIV/0!				
<b>PRINTING SYSTEMS</b>							
No formal waste reduction/control process exists. Waste control seen as a project not part of daily operations.	There is a defined system for monitoring, recording and reviewing waste produced by each manufacturing operation.						
No knowledge of waste % known by	Crews clearly aware and show						
No awareness of the value of waste displayed in the workplace.	Posters in the workplace display the cost of waste and the emphasis and importance placed upon a process for reduction and control.						
No evidence of designing with waste minimisation as a parameter.	Designers clearly use waste minimisation as a design parameter.						
Roll ID is poor	Clear ID of all printed reels in WIP						
Poor quality pallets used for WIP storage	Good quality pallets used to store WIP						
No formal layout of WIP storage. Pallets/ loads poorly stored	All WIP is held in clearly defined and labeled areas.						
Evidence of slow moving WIP stock.	Product produced is quickly moved through the system.						
No weighing scales in place	Systems used as a routine to capture waste volumes and source						
No system to attribute waste back to the source.	Clear evidence of waste identification & source						
Setting procedures not designed for waste reduction	Setting procedures have been optimised						
No evidence of standard operating procedures	IOP's in place and SMART CARDS used.						
No checks on incoming roll quality and not documented.	Checks made and documented.						
Manufacturing instructions poor. eg. Spec data not matching on Work Order / Print Card / Forme drawing	Manufacturing instructions clear and concise. All spec data cross checks						
Press returns wasted. No reuse procedures in place	Press returns fully utilised						
Inks not stored within specified temp. specs.	Inks stored at correct temps.						
Print cards / pdf's not clear and incomplete instructions.	Print cards / pdf's clear and concise						
Print swatches missing	Print swatches in place 100 %						
Ink viscosities not checked.	Ink viscosities checked with calibrated Viscosity Cup and documented.						
Process Ink densities not checked.	Process Ink viscosities checked with calibrated Densometer against						
Anilox Rolls not labeled.	Anilox Rolls clearly labeled and volumes correct						
No cleaning schedule and no volume	Documented Cleaning Schedule in						