

Job Planning Feedback Form



Area/Planner

Total Score: /100

Audit Scoring Scale:	1 = Limited to no evidence. Significant improvement needed.	
	3 = Some evidence. Needs Improvement	
	5 = Extensive evidence. Fully compliant (or N/A)	
Item		Score
Safety and Housekeeping	All safety requirements identified. i.e. PPE, confined space, fall protection etc.	
	Detailed task steps include warnings, hazards, and precautions as applicable.	
	Applicable SDS sheets are referenced.	
	Steps are organized for safely accomplishing the task.	
	Score	
Format	Steps are logically sequenced with required responses identified as applicable.	
	Questions are condition based and include what to do if something is not correct, in spec, in range, etc.	
	The plan is organized so that tools, materials, equipment, etc. are easily identified before leaving the shop.	
	There is a place for noting problems, adding comments, etc.	
	Score	
Details and Content	Infrequent measurements are sufficiently detailed to describe how to perform the measurements.	
	Sufficiently detailed to ensure consistent performance between personnel.	
	Steps are sufficiently detailed to include interference and guard removal, lubrication points, lubrication types, etc.	
	Steps include tolerance, torque specs, drawing references, etc. to ensure precision maintenance.	
	Score	
Estimates	Manpower and man-hour requirements are included in the job plans.	
	Manpower and man-hour requirements are accurately calculated.	
	There is a connection between PM frequency and p-f interval.	
	Failure data is used to optimize PM frequency or Job Plan content.	
	Score	
Tools and Materials	All parts are included in the bill of materials list for the asset.	
	The tool list includes special tools, lifting devices, forklift, etc.	
	Special tools and materials are designated to be kitted as applicable.	
	Standard materials such as tape, anti-seize, caulk, are listed.	
	Score	