

eMRO Action Plan Module 7

Ready to apply what you have learned?

Step 1: Review the storeroom layout questions. Evaluate your current organization's status. Do these layout characteristics exist?

Question	Yes	No
Is there a defined material flow in the storeroom?		
Is there a site map visible and easily accessible?		
Is the storeroom adequately secured with limited access during off hours?		
Is the storeroom lighting adequate to support a safe work environment for the storeroom staff?		
Does the storeroom provide protection from environmental hazards for all inventory items? (dust, dirt, humidity, heat, static electricity)		
Is the inventory located by commodity grouping using a structured locator system?		
Are areas designated for inventory receiving & processing, quarantined items, planned work kitting and repairable components?		
Is there sufficient space to safely store large and heavy items at lower level locations?		
Is the current application of pallet racking, shelving and high density storage taking advantage of the available square footage and vertical storage space?		
Is there a functional 5S Visual Management system and evidence of a housekeeping policy in place?		

eMRO Action Plan Module 7

Step 2: Based on your evaluation, use the document to develop an improvement plan. Select 2 specific areas of opportunity from the process descriptions and create a plan to implement improvements. Good areas to target are those that can be quickest to improve and those that will make the biggest impact.

Materials Management or Storeroom Goal	Behaviors	Results	Organizational Goal
<i>Area of desired improvement</i>	<i>Within 30 days I will....</i>	<i>What KPI or result can I achieve within 90 days?</i>	<i>What organizational goal is impacted by the results?</i>