

Coaching Card

Processes Audited: **Planned Work Kitting & Kit Delivery Process**

Name: _____

Position: **Storeroom Supervisor**

Coach's Name: _____

Date: _____

Desired Behaviors

Parts are requested and assembled in a kit for preventive and corrective planned maintenance.
A visual management system is used to monitor kit status and control the aging of kits in the storeroom.
Unused kit parts are returned to inventory and credited to the Work Order.
Kits are delivered to a secure holding area in the maintenance shop or other designated area.

Activities and Outcome

Circle One Response

Are kits assembled in a secure area?

Yes

No

Sometimes

It is important to limit access to kit storage areas to prevent theft or loss.

How do you receive the Material Request for kits in the storeroom?

Yes

No

Sometimes

Kit requests from the planner should print from a designated printer.

How are kit requests differentiated from regular material requests?

Yes

No

Sometimes

Storeroom clerks should be alerted to Material Request for kitted jobs.

Is there a method to communicate kit status to the planner?

Yes

No

Sometimes

Kit build-up can be prevented through communication with the planner.

Is there a method to address aging kits with the scheduler?

Yes

No

Sometimes

A weekly report of aging kits should be provided to the Maintenance Scheduler to prevent aging kits

Are kits easily identifiable while in the staging process? (Work Order #)

Yes

No

Sometimes

A clear Visual Management System is critical to be able to access kit parts for emergencies repairs.

Is there a performance metric to measure success and/or issues with kitting?

Yes

No

Sometimes

Kit accuracy should be 100%, with prompt resolution and communication with the Maintenance Planner

Are kits delivered to a secure holding area in each of the shops?

Yes

No

Sometimes

Kit ownership should transfer clearly from the storeroom to the Maintenance Supervisor.

Expected Results & Behaviors

Circle One Response

The planner requests the kit; work is not scheduled until parts are available.

Always

Sometimes

Never

Scheduling work before parts are available is counterproductive to a Proactive Maintenance program

Work for ready kits is executed as scheduled and delays are communicated.

Always

Sometimes

Never

Delivering kits on Friday afternoon allows the supervisor flexibility in scheduling the following week's jobs.

Recommendations

Circle One Response

Requests for kits are easily identifiable by Storeroom clerks.

Yes

No

Sometimes

Kit status is regularly reported to the planner.

Yes

No

Sometimes

Planners receive a Kit Aging report weekly.

Yes

No

Sometimes

Kit cancellation should happen rarely, and with approval by a department head.

Yes

No

Sometimes

Supporting Reports, Comments/Interviewer Notes