

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> |
| | | | |
| | | | |