

# CHECKLIST MANUFACTURER ANALYSIS

When planning the layout of your manufacturing site, you must be able to move raw material into the plant and route it through the manufacturing process as efficiently as possible. Keep these questions in mind:

- Is your receiving area easily accessible to large trucks?
- Is there enough equipment in the receiving area to unload incoming shipments efficiently?
- Is there a separate area for containers to be placed and all staff are aware? Do you have all your BIOHAZARD equipment for unloading of containers labelled only for container use? A full manual for container unloading and allocated approved staff are to manage this area.
- Do you have enough space to adequately warehouse your inventory of raw materials?
- Are your raw materials properly labelled in the warehouse area for easy retrieval?
- Is your warehouse space for raw material near the first station used in the manufacturing process?
- Have you planned each step in the manufacturing process and accounted for space on the manufacturing floor for the necessary equipment so the materials can be processed smoothly?
- Have you analysed each station in the manufacturing process to ensure that equipment is arranged efficiently?
- Are you maximising the potential of each station in the manufacturing process by having as many tasks as possible performed in that area without creating a bottleneck?
- Is your finished product warehouse area located near the last station in the manufacturing process?
- Are there proper storage materials and equipment, such as floor racks, slip sheets, and pallets to handle the finished product?
- Is there enough equipment to move the finished product into storage and out once it is ready to ship?
- Is your shipping area near the warehouse area for the finished product?
- Do you have a shipping book recording all shipments in and out including a space in that book to place courier tickets or proof of delivery information?
- Is your shipping area easily accessible to large trucks?
- Is there an auditory process for checks and balances of stock in and out & a shortage auditory check?
- Are heavy boxes lifted by two people?
- Are all biohazard material contained in a closed off area?
- Is there a Warehouse Safety Manual? Do all staff know clothing requirements for the warehouse, including closed in shoes & are areas closed off for access where forklifts are in operation?

Call **0800 24 26 23** to discuss your approved accreditation to becoming certified for container unloading.

If you have any questions, please call **0800 CHAMBER (0800 242 623)**.

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