

OEE-Management Audit-Sheet

Data becomes information – effective management decisions are based on excellent information. This ensures competitiveness even in challenging times.
Do you have questions? Feel free to contact us at +49 (0)241/401 842 73, info@oee.ai



	Characteristics	Description	Y/N
Data collection	(01) Described OEE Standard existent	Standards for OEE calculations are documented and applied to ensure consistency. For example, there is a standard for whether changeovers, planned maintenance and/or breaks are included in the planned production time.	
	(02) OEE Standard includes all loss categories	Losses are separated into availability losses, performance losses and quality losses. These are calculated separately and can therefore be analyzed.	
	(03) Basic information is correct	Information on production times and the loss reason catalog is regularly reviewed to ensure accuracy and relevance.	
	(04) Ideal cycle times are precise	Accurate (verified) ideal cycle times are available for all products, representing the maximum theoretical speed of the process (NOT "standard" speeds or "nameplate capacities" slower than maximum).	
	(05) Reasons and times of losses are recorded	The reasons for all losses are recorded with a structured catalogue. The criteria of simplicity (up to 10 reasons per level) and accuracy (automated recording of the duration) are observed.	
	(06) Bottleneck is monitored	Information about the bottleneck of the process is recorded. Focusing improvement efforts on the bottleneck ensures optimal use of resources and is the fastest route to improved productivity.	
Data analysis and presentation	(07) Real-time information availability	Real-time information enables employees to react proactively and ensures that they have easy access (e.g. via an Andon board, among others) to the necessary information to achieve their shift goals.	
	(08) Six big losses tracked	The six big losses (setups, breakdowns, slow cycles, small stops, start-up losses, and production losses) are all tracked to provide a comprehensive understanding of lost productivity.	
	(09) Biggest losses are reported	Detailed reports on the most important losses are available for common periods such as shifts and days. These reports highlight the most impactful areas for improvement and require the least amount of action to achieve substantive results.	
	(10) Automated analysis	Algorithms analyze the data in real time and promptly point out anomalies such as accumulations or trends.	
Management	(11) Short-cycled meetings	As part of shop floor management, the numbers, losses and reasons for losses are discussed daily between equipment operators, supervisors and the improvement organization. Improvement activities are derived and followed-up in the implementation.	
	(12) SMART goals are communicated	SMART goals (specific, measurable, attractive, realistic, and time-specific) are effectively communicated to the shop floor and include goals for OEE, downtime, changeover time, and/or good parts. Subsequent target achievement is publicly valued.	
	(13) Training is formalized	A formal training program is in place to provide all employees with a thorough understanding of OEE and the losses involved. Employees can calculate and explain the OEE calculation independently. Operators and supervisors can articulate their influence and strategies for improving metrics in their respective areas.	