


# Andon System Effectiveness Checklist

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## System Visibility & Awareness

Assesses whether the Andon system is visible, understood, and regularly referenced by all relevant personnel.

### Number of Andon Points/Stations Visible to Operators

Enter a number...

### Are Andon Lights Clearly Visible from All Workstations?

- Yes
- No
- Partially



**Are Andon System Instructions Easily Accessible and Understandable?**

- Yes
- No
- Needs Improvement

**Describe any observed barriers or issues affecting Andon system visibility.**

Write something...

**Percentage of Operators Who Can Explain the Purpose of the Andon System**

Enter a number...

**Is the Andon system signage in the local language(s) spoken by the workforce?**

- Yes
- No
- N/A

**Document any instances where Andon signals were missed or misinterpreted due to visibility issues.**

Write something...

## Issue Identification & Reporting

Focuses on the effectiveness of identifying and reporting issues that trigger Andon activation.

**Are Andon points clearly marked and easily visible?**

- Yes
- No
- Partially

**Average time (in minutes) for an operator to recognize and initiate an Andon signal for a common issue.**

Enter a number...

**Describe any barriers or obstacles operators encounter when attempting to activate an Andon signal.**

Write something...

### What types of issues are operators comfortable reporting via the Andon system?

- Equipment Malfunction
- Material Shortage
- Quality Concerns
- Safety Hazard
- Process Deviation
- Other (Specify in LONG\_TEXT)

### Are operators confident in their ability to report issues using the Andon system?

- Yes
- No
- Unsure

### Percentage of reported issues that are documented and traced back to their origin.

Enter a number...

## Response & Resolution

Evaluates the speed, accuracy, and effectiveness of the response and resolution processes initiated by Andon signals.

### Average Time to Acknowledge Andon Signal (minutes)

Enter a number...

**Average Time to Resolve Andon Signal (minutes)**

Enter a number...

**Is there a documented escalation path for unresolved Andon issues?**

- Yes
- No
- Not Applicable

**Are assigned resolution personnel readily available?**

- Always
- Usually
- Sometimes
- Rarely
- Never

**Describe any bottlenecks observed in the resolution process.**

Write something...

### Which departments/roles are typically involved in Andon resolution?

- Production
- Maintenance
- Quality
- Engineering
- Supervision
- Management

### Are resolution steps documented and followed consistently?

- Yes
- No
- Partially

## Communication & Escalation

Examines the clarity and efficiency of communication related to Andon triggers, including escalation procedures.

### Are escalation paths clearly defined and documented?

- Yes
- No
- Partially
- Not Applicable

**Average time to acknowledge an Andon signal (minutes)**

Enter a number...

**Average time to escalate an Andon signal (minutes)**

Enter a number...

**Are responsible escalation personnel clearly identified and readily available?**

- Yes
- No
- Sometimes
- Not Applicable

**Describe any issues or concerns regarding communication during Andon activation.**

Write something...

### Which communication methods are used during Andon escalation?

- Verbal
- Email
- Text Message
- Andon System Messaging
- Other (Specify)

### Last review/update of escalation procedures.

Enter date...

## System Maintenance & Reliability

Covers the physical and technical maintenance of the Andon system and its reliability in operation.

### Last Preventative Maintenance Date

Enter a number...

### Next Scheduled Maintenance Date

Enter date...

**Number of Andon System Downtime Incidents (Last Month)**

Enter a number...

**Average Time to Restore System After Downtime**

Enter time...

**Battery Life for Wireless Devices (If Applicable - Average)**

Enter a number...

**System Hardware Condition (Visual Inspection)**

- Excellent
- Good
- Fair
- Poor

**Describe Any Recent System Repairs or Modifications**

Write something...

**Is Backup Power Available for Andon System?**

- Yes
- No
- Partial/Limited

# Training & Competency

Focuses on the training provided to employees regarding Andon system operation, response protocols, and escalation procedures.

**How many training sessions on the Andon system were conducted in the last 12 months?**

Enter a number...

**Which departments receive Andon system training?**

- Production
- Maintenance
- Quality Control
- Engineering
- Supervision
- Other

**Briefly describe the content covered in the Andon system training (e.g., signal types, escalation procedures, reporting methods).**

Write something...

**Which of the following topics are covered in the training?**

- Signal Identification (Red, Yellow, etc.)
- Escalation Procedures
- Reporting Methods
- Troubleshooting Basics
- Safety Protocols related to Andon
- Data Review & Analysis

**How are employees assessed for competency after training?**

- Written Exam
- Practical Demonstration
- Observation
- No Formal Assessment
- Other

**Date of last refresher training for key personnel (e.g., supervisors, maintenance staff).**

Enter date...

**Describe any challenges encountered during training and any modifications made to address them.**

Write something...

# Data Analysis & Continuous Improvement

Evaluates the use of Andon data for identifying root causes, implementing corrective actions, and improving overall system effectiveness.

## Number of Andon Triggers Analyzed per Month

## Which data points are currently tracked related to Andon triggers (select all that apply)

- Trigger Time
- Resolution Time
- Reason Code
- Operator ID
- Equipment ID
- Location
- Root Cause Category

## Briefly describe the process for analyzing Andon trigger data (e.g., frequency, responsible personnel)

### Average Time to Identify Root Cause after Andon Activation

Enter a number...

### How are findings from Andon data analysis communicated to relevant stakeholders?

- Regular Meetings
- Reports
- Dashboards
- Email Notifications
- Other (Specify)

### Describe at least 2 corrective actions implemented as a direct result of Andon data analysis in the last 12 months.

Write something...

### Percentage Reduction in Recurrence of Top 3 Andon Trigger Reasons (after corrective actions)

Enter a number...

### Date of last Andon data analysis review meeting

Enter date...