



Andon System Effectiveness Checklist

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)

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

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

Enter a number...

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)

Write something...

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...