

Material Handling Spot Audit

Developed and used by
Richard Muther & Associates

Based upon the most fundamental of material handling objectives, every transport and handling of material should, wherever possible, move material to meet ten considerations. Check your current or planned handling set-up against these ten points.

Courtesy of Richard Muther & Associates
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www.hpcinc.com/rma.html.

	Excellent	Very Good	Good	Fair	Poor
1. Move material <u>toward completion</u> – without back tracking or counter flow.					
2. Move material on the <u>same device</u> – without transfers.					
3. Move material <u>smoothly</u> and <u>quickly</u> – without confusion or delays, unnecessary handling and awkward positioning or placing.					
4. Move material over <u>shortest distance</u> – without long trips.					
5. Move material <u>easily</u> – without re-handling or extra motions.					
6. Move material <u>safely</u> – without damage to people, materials, or equipment.					
7. Move material <u>conveniently</u> – without undue physical effort.					
8. Move material <u>economically</u> – without breaking bulk units or making several trips where one would do; combining many small units into one large one.					
9. Move material to <u>coordinate with production</u> – without causing production workers extra time and effort by hand handling, bending, or reaching.					
10. Move material to <u>coordinate with other handling</u> – without a lot of different handling equipment that cannot be integrated.					