

BlueBin Stage Audit Process

Description: The BlueBin Stage Audit Process is to be conducted on several occasions throughout the work week by the program lead and/or Department Manager to ensure the stage operations of the BlueBin System are meeting the standard work objectives of the program.

Related: Form #3000 - Replenishing BlueBin Technology Nodes
Form #3001 – BlueBin Stage Operations
Form #3003 – Managing BlueBin Technology Stock-Outs

Procedure:

1. Auditor will use Form #3006 (Stage Audit Worksheet) to guide their observations throughout this process.
2. Accurate times and counts are critical, please make sure the entire work-area is audited (not just “some” of the Stage Racks).
3. Audit process shall be conducted at least twice per week. Audit findings will be reviewed with the SCM Manager weekly.
4. Audit forms shall be archived in the BBT Central office for at least three (3) months.

BBT STAGE AUDIT			
ROUND #1 - 10AM	YES	NO	WHY
Kanbans Filled & Out by 10am			
Count of LUM/Dist Bins Left Behind	Enter Count:		
-> Followed Up w/Distributor			
-> Concerns	Enter Concern:		
Count of Direct Order Bins	Enter Count:		
-> Date of Oldest Bin	Enter Date:		
-> Checked Open Orders for all Bins			
-> How Many Are Late	Enter Count:		
-> Followed Up w/Buyer(s)			
Hung/Updated Status Tags (all bins in Stage)			
ROUND #2 - 11:30AM	YES	NO	WHY
Striders Scanned all New Bins by 11:30am			
Requisitions Were Submitted Correctly			
ROUND #3 - 2:30PM	YES	NO	WHY
All Bins are in Order			
Area is Neat & Tidy			
Strider Carts are Clean & Ready for Next Day			
OTHER COMMENTS			