

QUALITY MAINTENANCE CHECKLIST

- Process flow of the equipment and line is complete and identifies the quality control points for each piece of equipment or process step to assure hazards are managed and quality specifications are met.
- Quality criteria have been reviewed for:
 - Clear definition of all Quality requirements and Specifications
 - Ease of observation of the Specifications (access, visual, process control, on-line measures, defects are visible at a glance, etc.)
 - Being easy to understand by all involved
- Product defects classified by Severity, Frequency and Detection (FMEA) and determine Risk Priority Number, root causes, countermeasures and preventive tasks.
- Equipment Set up defined to meet Quality conditions and minimize risk by product type. Assure that equipment quality conditions are:
 - clear
 - The equipment “Sweet spot” for a particular product is known and defined because the product specifications are properly written.
 - Operators use the set up and operating instructions consistently.
 - Quality adjustments are clear and concise. Operators do not discuss running the machine by magic instead of by procedures and science.
 - Finally, equipment run-in takes little time on every start-up.
 - Easily done during the set up of the equipment
 - Procedures to set up the equipment are not complicated or hard to perform.
 - Skill level for set-up is at the operator level and it is not necessary to employ high level of technical or machining skills.
 - Not varying
 - Adjustments to keep the equipment quality conditions are rarely made.
 - The equipment performs consistently with little variation.
 - Operators spend little time making repeated adjustments and running from one point of adjustment to the next trying to prevent defects or stoppages.
 - Easy to detect
 - Out of adjustments are easy to detect vs. finding that it was out of adjustment after a high level of rework or defects had been generated.
 - Changes in equipment condition are easily identified by visual controls, inspections or SPC.
 - Easy to restore
 - When a quality condition has been lost, it should take minimum effort to bring and restore it to proper condition.
 - The level of disassembly and reassembly is low along with the required, labor, and time to reset the condition of the equipment.

References: “[Autonomous Maintenance in Seven Steps: Implementing TPM on the Shop Floor \(TPM\)](#)” By: Masaji Tajiri, Fumio Gotoh, TPM for Process Plants, Fumio Gotoh, Mistake Proofing, Productivity Press Development Team