

February 14, 2017

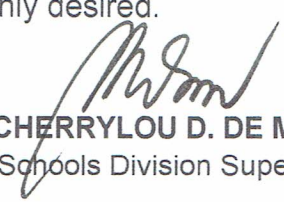
DIVISION MEMORANDUM

NO. 0040s., 2017

SDO 7S RANDOM AUDIT

TO: OIC, Assistant Schools Division Superintendent
Chief, CID
SDO Unit Heads
Curriculum and Implementation Division Personnel
School Governance and Operations Division Personnel
OSDS Personnel

1. In view of our Division's bid for ISO 9001:2015 Certification, please be informed of the 7S (Sort, Set Order, Shine, Standardize, Sustain, Safety and Socio-Psychological and Physical) Audit starting Friday, February 17, 2017 in every section within the Schools Division Office.
2. Relative to this, all sections are asked to strictly observe the implementation of 5S with additional criteria including the safety and socio-psychological and physical aspect.
3. Starting February 17, internal auditors and ISO team will be visiting each office to conduct the said audit.
4. Attached is the copy of 7S matrix for your reference.
5. Immediate dissemination of this Memorandum is highly desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



WORKPLACE INSPECTION CHECKLIST

Work Place:

Date:

Representative(s):

Inspected by:

RUBRICS

- 5 - Highly Compliant - Meets the indicator to an exemplary degree (100%)
- 4 - Very Compliant - Meets the indicator to a high degree ($\geq 85\%$)
- 3 - Compliant - Meets the indicator to a minimum level (60-84%)
- 2 - Less Compliant - With noticeable noncompliance with the standard (40-59%)
- 1 - Non-Compliant - With glaring discrepancies against the standard ($< 40\%$)

Section 1:

Seiri – Clearing Up	N/A	Non-Compliant	Less Compliant	Compliant	Very Compliant	Highly Compliant
Items to Check		1	2	3	4	5
1. Unnecessary items (e.g. ashtray, personal, décor, etc.) kept away from the workplace.						
2. Damage equipment is/are already scheduled or sent for repair/disposal.						
3. No clutter on the working table.						
4. Electrical equipment/lightings are switched-off when not in use.						
5. No obsolete information posted on bulletin boards.						
6. Ground and walkways are free from litter.						
7. Garbage on trashcans are kept minimal.						
8. No obstructions at hallways, fire exits, doors.						
Comments:						Points:

Seiton – Organize	N/A	Non-Compliant	Less Compliant	Compliant	Very Compliant	Highly Compliant
Items to Check		1	2	3	4	5
9. Equipment have designated storage areas.						
10. Easy and fast access on regularly used items.						
11. Signage on windows, doors, divisions are clearly labeled						
12. Cabinets, racks, boxfiles, folders are clearly labeled.						
13. Items inside the shelves and cabinets are neatly in place.						
14. Computer and other equipment cables are set safely and properly.						
15. Workplace is properly lighted and ventilated.						
16. Flowcharts, process maps, and charts (FPC) are clear and updated.						
Comments:						Points:



Republic of the Philippines
Department of Education
 Region IV-A (CALABARZON)
Division of Cavite
 Trece Martires City, Cavite



Seiso – Clean	N/A	Non-Compliant	Less Compliant	Compliant	Very Compliant	Highly Compliant
Items to Check		1	2	3	4	5
17. Floors are kept clean, free of dirt, water and other liquids, slipping and tripping free.						
18. Ceilings, lightings and top of cabinets are free from cobwebs/dusts.						
19. Area is kept free from pests (e.g. cockroaches, mice, flies, mosquitoes, ants, termites, etc.)						
20. Office equipment and machines are maintained and free from dust						
21. Pantry table is kept free from food wastes, morsels, etc. after use.						
22. Comfort rooms are clean and functional with no foul odor.						
23. Cleaning materials are easily accessible.						
Comments:					Points:	

Seiketsu – Standardize	N/A	Non-Compliant	Less Compliant	Compliant	Very Compliant	Highly Compliant
Items to Check		1	2	3	4	5
24. The office has regular "Cleaning Day".						
25. Have designated place for smoking.						
26. Wastes are properly segregated according to their type.						
27. Implement "Re-use and Reduce" program (commonly used supplies)						
28. Hazard warnings are placed conspicuously.						
Comments:					Points:	

Shitsuke – Self Discipline	N/A	Non-Compliant	Less Compliant	Compliant	Very Compliant	Highly Compliant
Items to Check		1	2	3	4	5
29. Employees practice CLAYGO						
30. Personnel are presentable and dressed appropriately/prescribed office uniform.						
31. Employees are approachable and courteous.						
32. Meetings are held to review workplace quality performance and introduction of new ideas for improvement.						
33. The boss' office exemplifies the essence of workplace organization principles						
Comments:					Points:	



Republic of the Philippines
Department of Education
 Region IV-A (CALABARZON)
Division of Cavite
 Trece Martires City, Cavite



Safety and Security	N/A	Non-Compliant	Less Compliant	Compliant	Very Compliant	Highly Compliant
Items to Check		1	2	3	4	5
34. All equipments are checked to ensue functionality						
35. Fire Extinguisher, fire alarms, emergency lights, sprinkler, smoke detector, emergency exit and evacuation plan are available.						
36. Emergency equipments are checked and functional.						
37. Aisles, doorways and corners are free of obstructions to permit visibility and movement.						
38. Chairs are in safe condition and sturdy.						
39. Supplies and equipments are in their proper places.						
40. Floor surface is leveled and undamaged.						
41. The floor is not wet or slippery. a. A warning sign is available in case of spills. b. Cleanup supplies are readily available. c. Non-slip mats are in entryways if needed.						
42. No equipment nor supply is protruding into walkways.						
43. Outlets are not overloaded.						
44. Extension cords are not used in lieu of fixed wiring.						
45. Electrical cords and plugs are in good condition. (i.e., not frayed, taped, spliced, or missing ground prongs)						
46. Doors and locks are in good working order.						
47. Ceiling tiles are intact, undamaged and in place.						
48. Windows are unbroken and free from any type of damage.						
49. Air conditioning vents and ducts appear to be clean upon visual inspection.						
50. Lights are in good working order.						
51. Exterior of the building present no safety concern.						
52. Parking lot area is free of any possible hazards.						
53. Exit signs are illuminated and visible.						
54. Corridors and exits are unlocked and free from obstructions.						
55. Emergency Evacuation Route & Action Plan are posted and visible.						
56. There are no obvious damage to sprinklers.						
57. Fire extinguishers are easily accessible, checked monthly, and operational.						
58. Fire extinguishers are mounted so that the travel distance from employees to any extinguisher is 75 feet or less.						
Comments:					Points:	



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Section 3:

Inspected by:

Workplace Coordinator

Date

Total Points

Acknowledge by:

Department/Unit Head

Date

Average Rating

Section 4: Corrective Action, Comments and Suggestion

Approved by:

Target Date of Completion:

Department/Unit Head

Section 5: Monitoring and Validation (Please identify evidences to support corrective actions)

Monitored & Validated by:

Date:

Department/Unit Head