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|  | **一、整理活动检查表（20分）**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **检查项目** | **分值** | **检查内容** | **检查结果** | **综合得分** |
|     1 |    通道、作业空间 | 0 | 有很多东西，或脏乱 |  锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |  锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分                                             |
| 1 | 虽能通行，但要避开，检修车辆、推车等不能通行 |
| 2 | 摆放的物品较多，超出通道 |
| 3 | 超出通道，但有警示标志 |
| 4 | 畅通，整洁、有序 |
| 2 | 生产场所的设备、材料 | 0 | 一个月以上未用的物品杂乱摆放 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 角落放置不必要的设备、材料 |
| 2 | 放半个月以后要用的设备、材料，且杂乱 |
| 3 | 短期内要用，且整理摆放较好 |
| 4 | 近期内使用，且整理摆放很好 |
| 3 | 操作台、操作间、办公桌  | 0 | 物品未分类、杂乱摆放，凌乱不堪 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 物品虽分类但未定位摆放整齐，有与工作无关物品摆放 |
| 2 | 物品虽分类、定位，但未按规定摆放，有规定以外的物品； |
| 3 | 台面保持干净，无灰尘杂物，无规定以外的物品； |
| 4 | 台面、抽屉物品按定置摆放，不杂乱，公私物品分类定置，无与工作无关的物品 |
| 4 | 设备台账 | 0 | 未建立物品分类及存弃规则，无基础资料，无检修维护记录 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 物品分类及存弃规则不完善，基础资料不全，检修维护记录不全 |
| 2 | 物品分类及存弃规则基本完善，基础资料或检修维护记录某项不全 |
| 3 | 物品分类及存弃规则较完善，基础资料和检修维护记录基本齐全 |
| 4 | 物品分类及存弃规则完善，基础资料和检修维护记录完整齐全 |
| 5 | 仓库物架 | 0 | 物品未分类，物架塞满东西，人不易行走 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 虽分类但东西摆放杂乱，脏污缺乏整理 |
| 2 | 摆放不使用的物品，但较整齐，有定位规定，但没被严格遵守 |
| 3 | 料架上的物品摆放整齐，较清洁有定位也有管理，但进出不方便 |
| 4 | 标识明确，摆放物品有定位有管理，进出方便 |

  **二、整顿活动检查表（20分）**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **检查项目** | **分值** | **检查内容** | **检查结果** | **综合得分** |
| 1 | 设备及仪表 | 0 | 破损不堪，破损、脏污不能使用，杂乱放置 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |  锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分                                    |
| 1 | 标识不明，控制对象不明确，脏污 |
| 2 | 使用、摆放不合理，有积尘，未定期清扫 |
| 3 | 能使用，有保养，较为清洁、整齐 |
| 4 | 标识清晰，控制对象明确，摆放整齐，呈最佳状态 |
| 2 | 工、器具 | 0 | 有废弃工具、废料等杂物，不能用的工具杂乱摆放 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 勉强可用的工具多，未进行分类及合理摆放 |
| 2 | 均为可用工具，但缺乏保养，使用后未及时归位、摆放 |
| 3 | 工具有保养，有定位放置，但维护不足 |
| 4 | 工器具分类摆放，完好、清洁、可用；使用后及时清理、归位 |
| 3 | 材料及配件 | 0 | 新旧物品混放在一起 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 废旧物品虽没及时处理，但有区分及标示 |
| 2 | 无废弃物品，只有新材料，但保管方法不好 |
| 3 | 保管有定位标示，但缺乏管理，取用不便 |
| 4 | 保管有定位、有图示，清楚、明了，随时可用 |
| 4 | 图纸及规程 | 0 | 未分类放置，标识不清楚，有过期无效的规程及图纸资料 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 不是最新的，过期与使用中的资料混放在一起，且随意摆放 |
| 2 | 资料是最新的，但随意摆放，未定期清理、归档 |
| 3 | 有文件夹保管，但无次序，标识不清楚，不易查询 |
| 4 | 有目录、有次序且整齐，易于寻找使用 |
| 5 | 档案管理 | 0 | 未分类放置，标识不清楚，凌乱放置，使用时没法找 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 文件未归入相应文件盒内，未定期清理、归档，有过期无效的文件资料 |
| 2 | 文件盒标识不清楚，文件柜分类标识不清楚 |
| 3 | 文件盒保持干净，文件柜分类标识清楚；文件柜顶、柜下无积灰、杂物； |
| 4 | 标识清晰、准确，明确定位，使用目视管理，任何人都能随时查阅 |

  **三、清扫活动检查表（20分）**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **检查项目** | **分值** | **检查内容** | **检查结果** | **综合得分** |
| 1 | 通道及附近区域 | 0 | 有烟蒂、纸屑、废弃物及其他杂物，有长期沉积的尘埃、污垢； | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |  锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分                        |
| 1 | 虽无杂物，但地面脏污，有沉积的尘埃、污垢； |
| 2 | 有水渍、灰尘，尘埃、污垢未及时清扫 |
| 3 | 当日已清扫，但仍有灰尘及水渍 |
| 4 | 使用拖把清扫，并定期清扫保持，很清洁 |
| 2 | 生产作业场所 | 0 | 未按职责规定实施清扫，物品堆放杂乱、有烟蒂、纸屑、铁屑及其他杂物 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 未严格按规定实施清扫，虽无杂物，但地面脏污, 现场很乱，有较多不用物品 |
| 2 | 基本按规定实施了清扫，但仍有水渍、灰尘, 尚有少量不用物品在现场 |
| 3 | 偶尔未按规定实施清扫，基本无不用物品在现场,材料存放不妥，散落在地上 |
| 4 | 已按规定实施了清扫，并定期清扫保持，很清洁, 符合要求 |
| 3 |  办公桌、操作台 | 0 | 文件、工具、零件胡乱摆放，拥挤凌乱； | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 桌面、操作台面有积灰，有杂物或杂乱 |
| 2 | 桌面、作业台面虽干净，但有物品摆放无序 |
| 3 | 桌面、作业台面干净整齐，物品摆放有序抽屉不杂乱，公私物品分类定置； |
| 4 | 台面干净，除桌面外、椅子及四周均干净亮丽，无与工作无关的物品。 |
| 4 | 门窗、墙壁、天花板 | 0 | 破烂、损坏未及时修理，有蜘蛛网，墙壁脏污， | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |   |
| 1 | 门窗有破损、脏污，墙壁乱涂乱画，卫生清理不彻底 |
| 2 | 胡乱张贴不必要的东西，天花板材料有脱落，有卫生死角。 |
| 3 | 无脏污、乱画现象；无不要物悬挂；较干净，还有提升空间 |
| 4 | 墙壁、门、窗玻璃保持明亮干净，清爽整洁 |
| 5 | 设备、工具、仪表 | 0 | 设备、工具零乱、尚未标识,有生锈、失灵、损坏 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 | 1、  ；  |
| 1 | 虽无生锈，但有油垢, 部分物品、设备、工具标识不全，仪表不准确 |
| 2 | 设备、工具已标识、工具放置基本整齐，但有轻微积尘 |
| 3 | 已标识、设备及器具放置较整齐，机械传动、滑动部位无阻塞、污垢、杂物； |
| 4 | 设备洁净、干燥无腐蚀；使用中有防止不干净的措施，并随时清理 |

   **四、清洁活动检查表（20分）**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **检查项目** | **分值** | **检查内容** | **检查结果** | **综合得分** |
| 1 | 通道、作业区 | 0 | 没有划分，未养成清洁习惯、环境脏乱 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分   |
| 1 | 有划分，但不明确，清洁坚持不好，效果差 |
| 2 | 有划线，落实责任，但未定期清洁维护 |
| 3 | 划线清楚，地面已清扫，基本养成了清洁习惯，环境尚整洁 |
| 4 | 通道及作业区感觉很通畅，已养成清洁习惯 |
| 2 | 车间地面 | 0 | 有杂物、有较长时间未清理的积灰、油迹 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 有积水、积灰、油迹等脏污，显得不干净 |
| 2 | 未定期清扫，有灰尘及卫生死角 |
| 3 | 经常清理，没有脏污，区域线、标识线清晰 |
| 4 | 地面干净亮丽，感觉舒服，物品放置于定位区域内 |
| 3 | 办公桌、操作台 | 0 | 破损、很脏乱，用与不用物品随意摆放 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 偶尔清理，物品摆放杂乱无章 |
| 2 | 虽有清理，但有规定以外的物品，且未按规定分类摆放 |
| 3 | 干净，无灰尘杂物，无规定以外的物品 |
| 4 | 公私物品分类放置，任何人都会觉得很舒服 |
| 4 | 集控室、控制室、继电保护间、开关室及操作员站 | 0 | 桌椅损坏，运行日志、报表、工器具随意摆放，地面脏污，积尘 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 桌面干净无明显破损，记录本、报表、水杯等物品摆放整齐 |
| 2 | 物品按有序摆放，地面清洁，仪表及监视显示器等清洁无积尘 |
| 3 | 卫生无死角，室内无不需要的物品及杂物，使用后的物品及时归位 |
| 4 | 室内各种物品按规定分类摆放，干净、整齐；各种线路整齐、规范，并进行集束 |
| 5 | 水池、厕所等公共区域 | 0 | 容器或设备破损、脏乱未定期清扫，有杂物 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |   |
| 1 | 有破损未及时更换，不定期进行清洁打扫 |
| 2 | 有清理，但还有积垢，顽固性污渍未清除 |
| 3 | 定期清洁打扫，无异味，无杂物 |
| 4 | 干净明亮、清洁、舒适 |

   **五、素养活动检查表（20分）**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **检查项目** | **分值** | **检查内容** | **检查结果** | **综合得分** |
| 1 | 日常5S 活动 | 0 | 无日常5S活动 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |  锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 偶尔活动，未有活动记录 |
| 2 | 基本按计划活动，有活动记录 |
| 3 | 按计划活动，有相关记录且效果较好 |
| 4 | 按计划活动，有记录，参与积极，效果好 |
| 2 | 服装 | 0 | 不按规定着装、衣冠不整、衣服脏。 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 常不按规定着装、乱戴标卡 |
| 2 | 基本按规定着装、配戴标卡 |
| 3 | 执行着装、戴卡规定较好 |
| 4 | 坚持按规定着装、戴卡 |
| 3 | 仪容 | 0 | 不修边幅、又脏又乱 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 部分员工不修边幅、脏乱、但无纠正 |
| 2 | 基本整洁、精神 |
| 3 | 比较注重仪容，观念较好 |
| 4 | 重视仪容，感觉精神，有活力 |
| 4 | 行为规范 | 0 | 举止粗鲁，语言不美，不讲礼貌 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 部分员工不讲卫生，不懂礼貌，大声喧哗 |
| 2 | 个人表现较好，团队精神较差 |
| 3 | 个人表现、团队精神较好 |
| 4 | 工作富有主动精神和团队精神 |
| 5 | 时间观念 | 0 | 大部分人缺乏时间观念，不能按时交接班 | 锅炉专业：      分汽机专业：      分电气专业：      分化水专业：      分燃料专业：      分热工专业：      分检修专业：      分 |
| 1 | 有一定时间观念，上班、开会有迟到、早退现象 |
| 2 | 不愿受时间约束，但会尽力去完成工作任务 |
| 3 | 尽力按约定时间完成应尽的工作 |
| 4 | 提早按约定时间做好本职工作，并有实效 |

生产区域检查基准表

| 项目 | 基准 | 备注 |
| --- | --- | --- |
| 地面 | 1、地面无不要物、杂物和卫生死角；2、地面物品摆放有定位、标识；3、地面无积水、积灰、油迹等脏污；4、地面区域划分合理，区域线、标识线清晰无剥落；5、应保证物品放置于定位区域内；6、安全警示区划分清晰，有明显警示标识，悬挂符合规定；7、地面的安全隐患应有防范和警示措施（如突出物、地坑等） |   |
| 设备及各种附件 | 1、设备及各种附件应保持干净整洁，无长期沉积的尘埃、污垢；2、开关、控制面板标识清晰，控制对象明确；3、机械传动、滑动部位无阻塞、污垢、杂物；4、电气设备洁净、干燥无腐蚀；设备阀门标识明确、干净、整齐；5、仪表表盘干净清晰 |   |
| 仓库货架 | 1、货架上下无不用的物品及杂物；2、货架保持干净，物品分类定位摆放整齐；3、货架无积灰、杂物、脏污；4、货架本身标识明确，无破损及严重变形；5、配件及物料无散落在地面的现象；6、货架放置区域划分合理，配件标识明确 |   |
| 工具箱（柜） | 1、工具箱内无废料、废弃工具、垃圾等杂物；2、柜内工具分类摆放，有合理的摆放方式；3、柜面标示与柜内分类对应；4、各类工具应保持完好、清洁，保证完好可用；5、各类工具使用后及时归位；6、工具箱（柜）上下无杂物，柜身保持清洁 |   |
| 生产现场 | 1、检修工作应做到工完料净场地清，不可有杂物、废料及检修后的剩余配件、工具等；2、现场无不用或废弃的设备及其它附件等非必需品；3、地面无积水、积灰、油迹等脏污； |   |
| 工作台、梯及各种车辆 | 1、台上物品整齐、安全，无不用物品；2、保持正常状态并整洁、干净、无废料；3、非工作状态按规定位置摆放；4、各种车辆定位停放，停放区域划分明确，标示清楚；5、车辆保持干净，维护完好及安全使用性 |   |
| 油桶及各种油类 | 1、有明确的摆放区域，分类定位，标示明确；2、按要求摆放整齐，加油器具定位摆放，标示明确；3、油桶、油类的存放区要有隔离防污措施；4、油区、油桶应干净，无外溢，地面无积油； |   |
| 消防器材 | 1、摆放位置明显，标示清楚；2、位置放置合理，周边无障碍物；3、状态完好，摆放干净、整齐 |   |
| 辅助设施 | 1、风扇、照明灯、空调等按要求放置，清洁无杂物，无安全隐患；2、现场无长流水、长明灯，无跑、冒、滴、漏等浪费现象；3、门窗、玻璃及公共设施干净无杂物；4、废弃设备及电器应及时清理；5、保持各项设施完好干净；6、现场各种管道上下无杂物，无积灰 |   |
| 生活、私人用品 | 1、公私物品分开，摆放整齐；2、水壶、水杯按要求摆放整齐，保持干净；1、储物柜内物品按要求摆放整齐、干净 |   |
| 清洁用具 | 1、定位合理不堆放，标示明确及时归位；2、清洁用具本身干净整洁；3、垃圾不外溢；4、抹布等应定位存放，不可挂在管道上边； |   |
| 办公场所 | 1、室内无不需要的物品、杂物、卫生死角；1、各种线路整齐、规范、安全、齐备，并进行集束；2、室内各种物品按定置摆放，干净、整齐不拥挤凌乱；3、现场桌面无杂志、报刊，桌面干净无明显破损；4、桌上尽量减少积压的资料、表格，必须积压的需摆放整齐；5、抽屉不杂乱，并分类定置标示；6、与正进行的工作无关的物品及时归位 |   |

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