

Scoreboard Audit Sheet

Department

Date/Shift

Team Leader / Supervisor

- 0 – No
- 1 -2 Out of date or insufficient
- 3 – Basic or improving
- 4 - Good
- 5 - Excellent

Auditors

#	Activity Behaviour		Comments
1	Does the scoreboard comply with company standard and cover? <input type="checkbox"/> Safety <input type="checkbox"/> Quality <input type="checkbox"/> Cost <input type="checkbox"/> Time <input type="checkbox"/> People		
3	Are there KPI's or targets in-place for each of the performance area?		
4	Are there plans in place to achieve the target in each KPI area?		
5	Are appropriate measures being used to track performance?		
6	Are there a number of people responsible for updating the measures and information on the board?		
7	Is all the information up-to-date?		
8	Are all the measures and information relevant to the people attending the toolbox talks?		
9	Is there an Issue Management system operating? Is it up-to-date?		
10	Are issues prioritised using a Pareto Chart?		
11	Is there a history to show trends for each of the KPIs?		
12	Is there a list of the "Rules of Business" for the area?		
13	Is there a clock showing the time allocated for toolbox talks?		
	Overall Rating - Percentage		

How can the meeting be improved?