



Field Report Template

Sans and Son Inc. / 27 Dec 2019 / Zac Marudo

Complete

Score	0%	Flagged items	0	Actions	0
Site	Sans and Son Inc.				
Conducted on	27 Dec 2019 10:16 PST				
Research by (Full Name)	Zac Marudo				
Location	16 P.Dandan, Poblacion, Batangas, 4200 Batangas, Philippines				

Research

General Information

Objective

The observation will be conducted in production area to identify the challenges in implementing a digital checklist in the workplace. We'll be applying a side by side solution to check accuracy and efficiency of the app.

Theoretical Framework

For the past 10 years Sans and Son Inc. is using pen and paper in conducting warehouse checks. The efficiency of using a digital checklist helps prevent expensive and arduous cost. Companies need to create some changes to the process in order to stay competitive in their industry.

Reference: Coles uses iAditor by SafetyCulture check this link: <https://safetyculture.com/customers/coles/>

Scope of Work (SOW)

Identify challenges in implementation.

Expected time to finish observation: January 2020

Solution: side by side implementation to compare digital solution versus pen and paper.

Risk: Delay of production report due to comparison of works

Observations

This observation is conducted to check the efficiency of using a digital checklist. It is used by warehouse supervisors to compare the processes of using the old template and the new one. Pen and paper took 2 hours to finish the report while digital app took 30 min. This is due photo attachment and the capability of using the app on a handheld device.

Add Photo Evidence



Photo 1

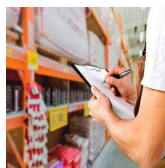


Photo 2



Photo 3

Completion

Overall Recommendations

According to observation it is efficient to use a digital checklist rather than the traditional pen and paper. The risks of losing a paper checks can be eliminated.

Researcher's Full Name and Signature



Zac Marudo
6 Jan 2020 09:25 PST

Appendix



Photo 1



Photo 2



Photo 3