

AuditManager

Plan, Execute and Evaluate Audits



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BASIC INFORMATION

Short Definition of Auditing

By means of an audit it is systematically verified, whether a process meets certain requirements and guidelines. For this purpose, the audit questions of a precisely defined question catalog are answered according to the current status.

The objective assessment of the audited process shows the best results, if the qualitative audit results are quantified, hence condensed into key indicators.

A one-time audit discloses the current status. However, regular auditing visualizes development trends.

Within the continuous improvement process, auditing is a valuable tool, as need for action is objectively disclosed and improvement measures can be easily identified. The effectiveness if improvement measures can be evaluated using the following audits.

In particular, the improvement process benefits from the fact that "soft" factors, such as employee motivation, can be verified and documented using an audit as well.

Furthermore, auditing promotes personal incentive, as audit results verifiably motivate many employees to improve their own performance.

Cosmino[®] AuditManager Areas of Application

AuditManager is a module of the Cosmino[®] software for continuous improvement: Cosmino[®] MES^{plus}. IT supports you in planning, executing and evaluating your audits.

The key metrics acquired in an audit are automatically evaluated by AuditManager. Based on these objective results, it is very easy to make decisions and to start measures.

As the audit results are based on key metrics, work centers, departments or plants can be compared in an objective and transparent manner. As a result, no time-consuming discussions about audit results are necessary anymore.

Cosmino[®] AuditManager is usually used in combination with other Cosmino[®] modules in order to objectify and automate all phases of the improvement process in the company as much as possible.



1

BASIC INFORMATION

Ready-to-use Philosophy

Cosmino® AuditManager is a intensionally streamlined module, which is immediately ready for use.

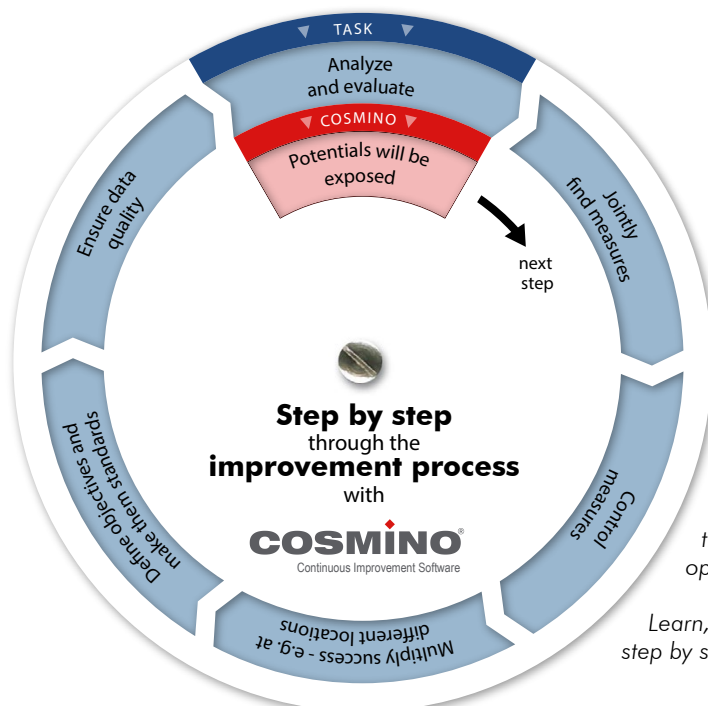
Practical, directly usable audit and question catalogs guide the user step by step through the audit to ensure that even inexperienced auditors can use the system right away. As a result, training effort is minimized.

All modules of the Cosmino® MESplus work with the same data. Thus, the information of your audit is available to every module, providing the highest possible transparency. In addition, AuditManager is completely integrated into key production metrics and measure management. For example, improvement measures already can be initiated during the audit directly from AuditManager.

If you would like to extend the functions of Cosmino® AuditManager, there are currently 16 additional Cosmino® modules available (see page 7).

Your Cosmino® AuditManager Advantages

- ◆ Time-saving auditing based on prepared, immediately usable audit and question catalogs – suitable for experienced auditors as well as newcomers
- ◆ Highly flexible, as different audits and checklists are possible: 5S, environmental, process, and system audits
- ◆ Site-independent auditing, as three data entry options available (handwritten documents, computer data entry, touchscreen data entry)
- ◆ Improvement measures can also be immediately defined during the audit – thus, the knowledge obtained from the audit is particularly valuable for the improvement process
- ◆ Deviations are objectively documented
- ◆ Easy traceability, which measures have already completed and to what extent
- ◆ Maximum transparency as audit data is accessible at any time: Audit reports, results and created measures are centrally stored
- ◆ High acceptance by all parties involved due to the objective and easily comprehensible evaluation process
- ◆ Unnecessary, time-consuming discussions concerning the audit results are avoided



The Cosmino® user is guided step by step through all work steps of the improvement process.

As the workflow is defined, training and familiarization effort is minimal, and operating errors are largely excluded.

Learn, how Cosmino® supports you step by step: www.cosmino.com



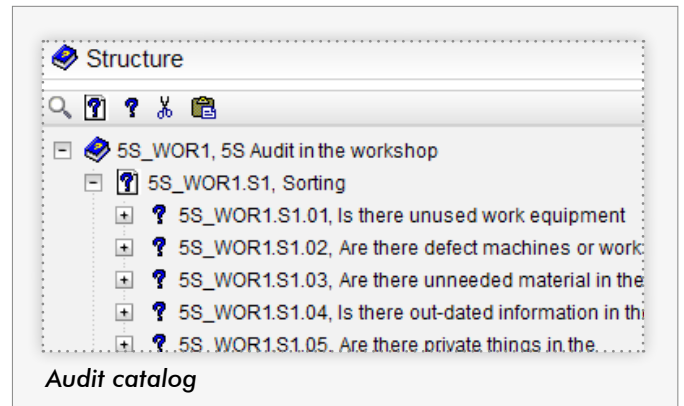
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AUDIT PREPARATION

Preparation

Create a new audit using the step-by-step assistant.

Define your desired standard using the quality criteria and generate your audit questions. Alternatively, you can use one of the many practical question catalog templates, for example for 5S or an environmental audit. You can vary all templates as you wish and also define your own question variants.



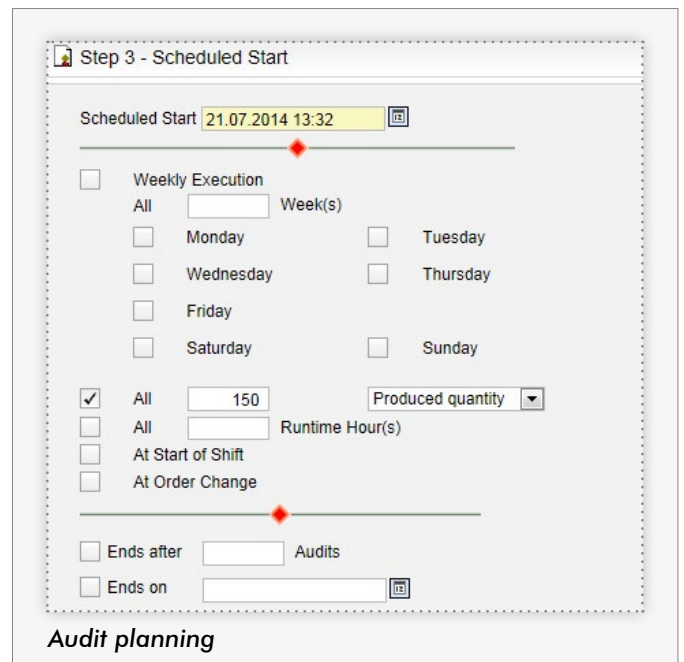
Planning

Plan the audit execution:

- ◆ Define a person responsible
- ◆ Define an affirmation type
- ◆ Define the area and/or workplace to be investigated
- ◆ Determine the audit frequency (by days, units, runtime hours, order changes or shift starts)

Your Cosmino® AuditManager Advantages

- ◆ Effective and time-saving approach due to practical question catalog templates
- ◆ Exact knowledge of the executer due to demand of audit affirmation
- ◆ Auditor can concentrate on audit execution, as the training effort is minimal
- ◆ Fair assessment as standardized assessment rules are used, which are defined in the question catalogs
- ◆ Question catalogs and assessment systems (e.g. weighting, point systems) can be company-specifically adjusted and freely extended



3

AUDIT EXECUTION

Data Entry

Select between three different data entry options:

1. Data Entry on the PC

As Cosmino® is operated via an Internet browser, data can be easily entered on a PC with Intranet access (notebook, tablet PC) – either during or after the audit.

2. Data Entry of Handwritten Paper Documents

Scannable documents offer the possibility of particularly fast, easy and cost-effective data entry, which is unique in today's market.

The auditor prints the questionnaires, completes them during the audit, and simply scans them afterwards. Handwriting is automatically recognized.

3. Online Dialog (Touchscreen)

A note that an audit is to be conducted, is shown on the machine touchscreen.

The operator switches from the machine operating field directly into the audit questionnaire. The questions are either independently answered by the operator or together with the auditor. All answers are immediately stored in the central Cosmino® database.

Your Cosmino® Advantages

- ◆ Flexible and time-saving audit execution
- ◆ Cost-effective, as your current data entry options can be further used
- ◆ Ease of operation without a lot of training effort allows every employee a short self-audit
- ◆ Sound, tone and video material recorded in the audited area can be directly linked to the report

1 Sorting

1.1 Question: Is there unused work equipment in the work area?

Tools, support, measuring devices, plates, paper, folder etc.

1.2 Question: Are there defect machines or work equipment in the work area?

Haulage means (hand pallet truck)

1.3 Question: Are there unneeded materials in the work area?

Concrete definition

Packing material, bins, cleaning equipment, not used charge material, support, ...

Granularity From: 26.04.2013 To: 03.05.2013
 Target Description: old work descriptions hanging on the machine

Given by: Egersdörfer, Frank Responsible: Misselwitz

Data entry on the PC (audit and speed measure)

AUDIT No.: L.2012 Name: Process Audit
 Process: Process Electronic

Start: [Calendar] End: [Calendar] Plan date: 0690006000011002 Auditor: [Name] sheet 6/18

Question No.:	Question:	Max.	Actual
060.06.11	Enclosures (sheet, die-cast, plastic)	10	
060.06.11.01	Conductive layer	10	
060.06.11.03	Surface treatment	10	
060.06.12	Printed circuit boards (protection cover)	10	

Scannable handwritten audit document

19:08 19:08 0 Team

Waiting Remedy Report

Process Data NOK (Fault) Material

Runtime	Target	75.0	Quantity	Target	20 pc / 10
	Calc.	80.0	Eff.		20 pc / 10
	Diff.	5.0	Diff.		0 pc / 10

Loss Type Loss Location

19:01	dismount tool	
16:15	setup / start-up	
15:43	mount tool	

Sorting

1.1 Question: Is there unused work equipment in the work area?

Tools, support, measuring devices, plates, paper, folder etc.

1.2 Question: Are there defect machines or work equipment in the work area?

Haulage means (hand pallet truck), cleaning equipment, ...

1.3 Question: Are there unneeded materials in the work area?

Packing material, bins, cleaning equipment, not used charge material, support, ...

Online dialog on the touch panel via audit request

4

AUDIT RESULTS AND EVALUATIONS

Using Cosmino®, you evaluate your audit results easily, quickly and intuitively.

The results of the audit execution are automatically calculated and can be called up via a mouse click in the form of objective key metrics.

The unique Cosmino® Cockpit is a powerful tool, which quickly and comprehensibly visualizes the evaluation results – whether you are comparing work stations or trends relative to previous audits.

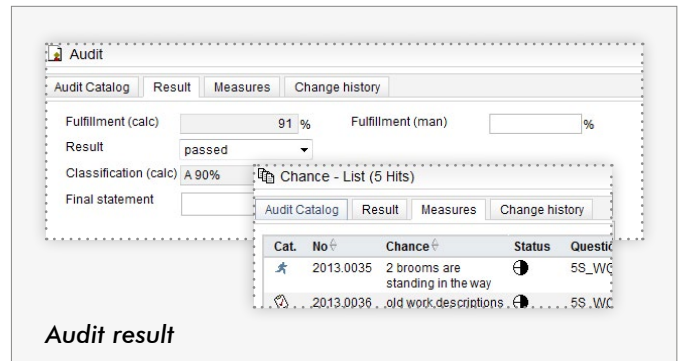
You can zoom into audit evaluations and display the details as radar chart or history of several audits.

Your final audit report documents the calculated audit results, manual auditor classifications, final comments and jointly defined measures. Simply print the report via mouse click or sent it via e-mail. You can adjust the look of your final report according to your company design.

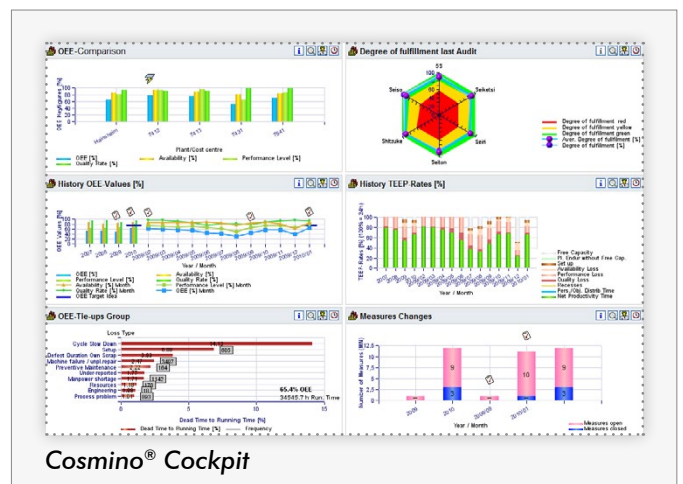
Your Cosmino® Advantages

- ◆ Transparent, easily comprehensible visualization of the audit results: the development of the audited areas as well as deviations can be immediately recognized
- ◆ Measure implementation is automatically controlled and monitored using the Cosmino® ImproveManager module
- ◆ Convincing graphics, no data must be manually processed (as tables, diagrams, etc.)
- ◆ Soft factors, such as employee motivation, can be indirectly recorded and illustrated as well

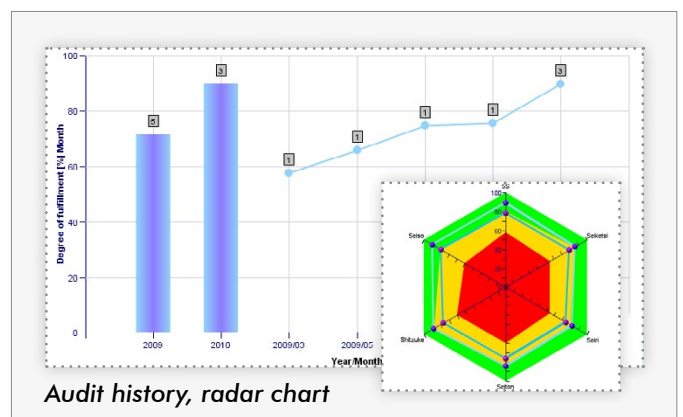
Further information can be found in the Cosmino® ImproveManager and Cosmino® DynaMon brochures



Audit result



Cosmino® Cockpit



Audit history, radar chart



Archive with screen images:
www.cosmino.de/en/software/auditmanager/

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INTEGRATION INTO THE COSMINO® MES^{plus}

COSMINO AG supports you in getting the full potential of your manufacturing and achieving the best results:

- ◆ More output
- ◆ Better quality
- ◆ Increased reliability
- ◆ Reduced costs
- ◆ Full transparency

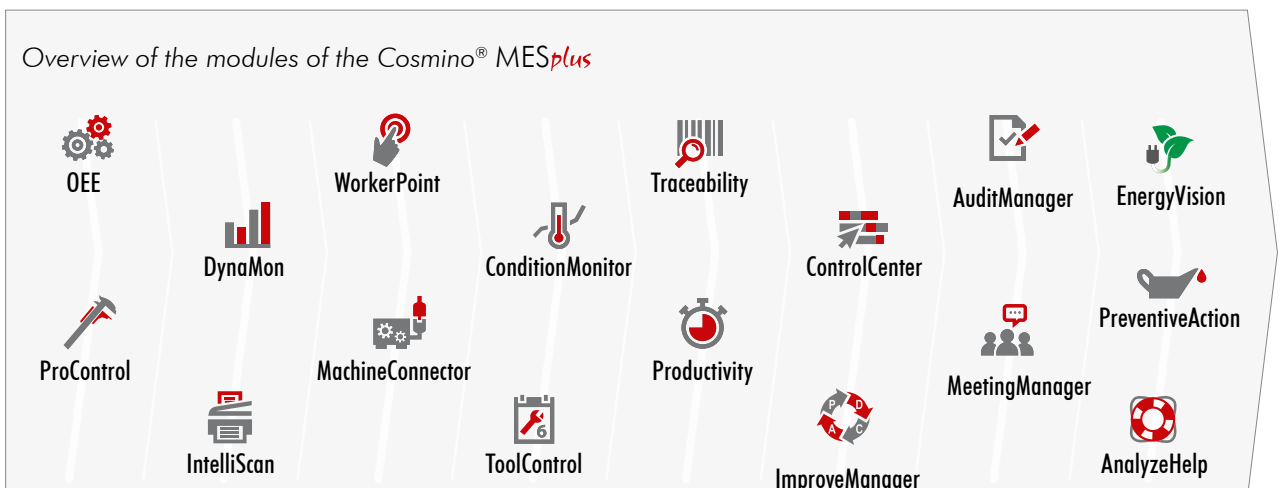
Our software belongs to the field of Manufacturing Execution Systems (MES) and can therefore be your navigator on the path to Industry 4.0 (Integrated Industry).

Thanks to more than 26 years of project experience, we can count global companies like BMW AG, Daimler AG and Continental AG among our clients today.

Thanks to its modular, standardized architecture, Cosmino® MES^{plus} offers particularly medium-sized companies from various industries important support in the optimization of their processes and products.

Your Cosmino® MES^{plus} Advantages

- ◆ Focus on people (their knowledge will be developed and used)
- ◆ Causes instead of symptoms for downtimes (by integrating the employee's knowledge)
- ◆ Reporting system oriented on measures (award-winning, fully automated and easily understood)
- ◆ Integrated improvement management system (measures are linked to metrics)
- ◆ Quick start (*express*) is possible (automate data from paper forms; get digital data by scanning)
- ◆ Award-winning Online Data Acquisition Dialog (acquires data and displays information)



COSMINO AG has specialized
in consulting, software development and service
in the fields of Manufacturing Execution Systems (MES) and
continuous improvement processes since 1988.



COSMINO AG supports industrial companies of any size achieve full potential of their manufacturing systems and shows how the best possible result can be achieved using the existing resources. From data acquisition to improvement management, the potential of all employees will be brought to bear.

Have we awakened your interest?
Our sales team is looking forward
to making contact with you!

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