



<https://atautoconveyor.com>

MATERIAL HANDLING COST REDUCTION CHECKLIST

A. Labor Utilization

- Number of employees manually moving material per shift
- Average hourly wage (fully burdened)
- Time per hour spent repositioning product
- Total non-value-added movement time per shift
- Overtime hours related to material flow delays
- Cross-department waiting caused by material movement

Calculate:

- Labor cost per shift tied to handling only
- Labor cost per year tied to handling only

B. Lift & Reposition Frequency

- Average weight per unit
- Units handled per hour
- Units rotated manually

- Units pushed vs lifted
- Distance product is moved manually (feet)
- Height variation between stations

C. Bottleneck Mapping

- Stations with consistent WIP accumulation
- Average dwell time per station
- Forklift queue times
- Areas where product must be realigned before next step
- Areas requiring two operators instead of one

D. Downtime Exposure

- Material flow interruptions per week
- Average downtime minutes per interruption
- Cause:
 - Misalignment
 - Mechanical failure
 - Operator delay
 - Traffic congestion

Calculate:

- Downtime cost per hour
- Annual downtime cost from material handling

E. Injury & Strain Exposure

- Recorded lifting injuries (last 12 months)
- Near-miss incidents
- Repetitive strain complaints
- Workers' compensation claims related to handling
- Tasks involving twisting + lifting

Calculate:

- Injury-related cost per year

F. Space Efficiency

- Square footage dedicated to staging
- WIP storage zones
- Aisle width vs forklift turning radius
- Dead zones or underutilized space

G. Equipment Efficiency

- Roller wear frequency
- Ball transfer wear frequency
- Misalignment incidents
- Manual repositioning caused by poor equipment placement
- Preventative maintenance schedule adherence

H. Changeover Efficiency

- Average changeover time
- Number of employees required
- Tools required for reconfiguration
- Anchor points or drilling required

I. Annual Cost Summary

Total annual labor cost tied to material repositioning: \$ _____

Total annual downtime cost tied to material handling: \$ _____

Total injury-related cost: \$ _____

Total inefficiency exposure: \$ _____