



<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: \$\_\_\_\_\_