

Workcell Resource Findability Audit

A short planning worksheet for engineering-to-production handoffs. Find the resource people look for, confirm who owns it, then decide whether a physical access point belongs in the process.

Start with the work. This worksheet does not create or approve a manufacturing procedure.

Choose one handoff

Workcell or area	Resource owner
Handoff being reviewed	Date / team

List the resources

Focus on things people already need to reach during a handoff: a customer-approved setup reference, launch checklist, named engineering contact, or training destination. Keep controlled instructions, records, and approvals in the site's authorized systems.

Resource / next step	Where people look now	Owner + next review date	Used?
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

Where does the handoff slow down?

Name the moment, not the person. What question is asked? What has to be searched? Is the current destination clear to the people who need it?

Observe before you add a tag

Use a small pilot to learn whether resource discovery is a real problem in this handoff. Compare similar tasks. Follow site rules and keep the existing control system in charge.

Record a baseline

For a few representative handoffs, record how long it takes a person to reach the approved resource and whether they had to ask someone for the current link. Do not record production, patient, device-history, or other restricted data here.

Sample / date	Time to reach resource	Clarification needed?	Resource owner known?
		Yes / No	Yes / No
		Yes / No	Yes / No
		Yes / No	Yes / No
		Yes / No	Yes / No
		Yes / No	Yes / No
		Yes / No	Yes / No

Check the destination

☐ The resource is approved for this audience and workcell.

☐ The destination is controlled in the system the site already authorizes.

☐ A named owner can confirm the link and its next review date.

☐ Access rules still apply; sign-in may be required.

☐ The tag location follows PPE, sanitation, equipment, and area rules.

☐ The tag does not replace training sign-off, process records, approvals, labels, or required procedures.

Decision

☐ Test a physical access point	☐ Fix the resource path first
☐ Keep this resource in its current workflow	☐ Review with the system owner

A resource with no owner becomes one more thing to maintain. Name the owner before the link goes on a workcell.

Planning aid only. This worksheet is not regulatory, quality-system, validation, process, training, or safety guidance. It is not a controlled record. Follow your organization's approved systems and site-specific rules. NFC-A TAG provides an access pointer; it does not verify a process, certify training, track production, or establish compliance.