Hold Area Performance & Loss Prevention Checklist

Created by Manning Resource LLC
Prevent Recalls. Optimize Operations. Protect the Brand.

Purpose

This checklist helps identify where waste, cost, and risk are building up in your Hold Area and throughout operations. Each item is scored from **1–4** to measure system strength and improvement opportunities.

Scoring Scale

1 = Poor / Nonexistent   2 = Developing   3 = Controlled   4 = World-Class / Preventive

Hold Area Overview

Checkpoint	Status (Yes/No/N.A.)	Score (1–4)	Comments
Hold Area clearly defined and physically separated from approved product.			
All held product labeled with reason, date, and responsible person.			
Product disposition (release/rework/destroy) documented and approved.			
Hold inventory reviewed weekly by cross-functional team (Ops, QA, Maint).			
Visual management used to track trends (dollars, time, cases held).			

Data & Trend Analysis

Checkpoint	Status (Yes/No/N.A.)	Score (1–4)	Comments
Last 3–6 months of Hold data reviewed.			
Trends identified by line, shift, team, or product.			
Root cause assigned for each major Hold category.			
Cost of each Hold quantified (material, labor, downtime).			
Communication of trends shared across departments.			

Immediate Corrective Actions

Checkpoint	Status (Yes/No/N.A.)	Score (1–4)	Comments
Containment steps implemented for repeat Holds.			
SOPs or training reviewed for at-risk areas.			
Verification performed on corrective actions.			
Maintenance or equipment issues logged and prioritized.			
Supervisors communicate status updates to all shifts.			

Leadership & Culture

Checkpoint	Status (Yes/No/N.A.)	Score (1–4)	Comments
Employees encouraged to report potential hold risks early.			
Teams recognized for identifying and solving recurring issues.			
Leadership visibly participates in Hold reviews or floor walks.			
Feedback loop established between QA and Operations.			
Hold metrics integrated into daily/weekly performance reviews.			

Continuous Improvement

Checkpoint	Status (Yes/No/N.A.)	Score (1–4)	Comments
Pareto chart of Hold causes updated monthly.			
Monthly review with plant leadership and functional heads.			
Preventive actions added to CAPA or CI system.			
Annual cost savings target tied to Hold reduction.			
Lessons learned shared across all sites or lines.			

Weighted Scoring Summary

Section	Weight (%)	Average Score (1–4)	Weighted Score	Notes
Hold Area Overview	15			
Data & Trend Analysis	20			
Immediate Corrective Actions	25			
Leadership & Culture	20			
Continuous Improvement	20			
Total Score	**100**		**100**	

Interpretation

90–100 = World-Class Control

75–89 = Developing System

60–74 = Reactive System

<60 = Immediate Review Required

Next Step

Use this checklist during Hold Area Audits or weekly production meetings. Document results, assign owners, and set 30-day improvement goals.