



Proposal for Tool Organization

GOALS

1. Increase efficiency in the service department.
2. Have a complete inventory of all OEM required essential special service tools. Know what you have AND what is missing.
3. Establish procedures for Special Tool Management.

REACHING THE GOALS-3 Parts of a TOS Project

1. Put the **TOS System** in place (Organizes tools visibly so they are easy to locate).
2. Utilize the **TOS Service** to “get the job done.” TOS Specialists set up the TOS System, identify, inventory, and sort the tools, and ultimately Organize the SST's.
3. Manage the tool inventory with **Toolsguard software**, online and on every tech's smartphone.

CONTROL

1. A “Tool Administrator” will be appointed to manage and maintain the special service tool inventory.
2. TA responsibilities include receiving new tools, updating tool inventory, organizing new tools, reporting on tool usage, and following up on tool check out/in.
3. Each technician is responsible to check every tool out and back in using the Toolsguard App.

BENEFITS

1. No more time wasted looking and hunting for tools. You know what tools you have, can check them out quickly, and easily put the back where they belong.
2. The valuable tool inventory will be managed so it does not fall into disrepair.
3. Finding and using the correct tools will increase productivity and reduce the possibility of an incorrect repair.
4. Tool Organization eliminates the unnecessary duplication of tools.
5. Getting Organized pays for itself quickly.
6. The tools and tool room are clean and well-organized. It becomes a source of pride.

Increasing efficiency through Tool Organization!

Matthew English
Tool Organization Service
Ph: 810-245-1871
Ph: [888-245-0050](tel:888-245-0050)
Fax: 810-245-1872
Email: matt@toolorg.com
Website: www.toolorg.com

TOOL **O**RGANIZATION **S**ERVICE

Dad's Panels, Inc. 2142 Imlay City Rd PO Box 1342 Lapeer, MI 48446