



Proposal for Tool Organization

GOALS

1. Increase efficiency in the service department which will result in higher profits.
2. Know which tools are in stock and which are missing with a complete inventory of all OEM required essential special service tools.
3. Establish procedures for managing special service tools

REACHING THE GOALS, A 3-PART TOS PROJECT

1. Work with Tool Organization Service to get a customized TOS System for your specific facility and needs.
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 special tool inventory with the [Toolsguard software/app](#).

CONTROL

1. Assign a “Tool Administrator” to manage and maintain the special service tools.
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 use the Toolsguard App every time a tool is checked out.

BENEFITS

1. No more wasted time looking and hunting for tools. You know what you have, can check them out quickly, and easily put tools back where they belong.
2. The valuable tool inventory will be managed so it does not fall into disrepair.
3. Quickly 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 in time saved.
6. The tools and tool room are clean and well-organized. It becomes a source of pride.

TOO**L** **O**R**G**ANIZATION **S**ERVICE

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