

Simple Lean Audit Checklist

Company/site: _____

Date: _____

5S Auditor: _____

Leadership & engagement:

✓ / x

1. The Plant focuses on the needs of the customers (as reflected by its KPIs)	<input type="checkbox"/>
2. Management team has been trained on advanced lean techniques	<input type="checkbox"/>
3. Work teams have been trained on basic lean techniques	<input type="checkbox"/>
4. The plant communicates its Lean values and goals (boards, posters and banners)	<input type="checkbox"/>

5S and inventory levels:

5. There is a recognized 5S program in place	<input type="checkbox"/>
6. 5S responsibilities have been allocated to maintain 5S standards	<input type="checkbox"/>
7. Regular 5S audits are carried out (using checklists and measures)	<input type="checkbox"/>
8. The Plant is able to manage its inventory efficiently within the value stream	<input type="checkbox"/>

Visual management boards:

9. Target boards and operational KPIs are displayed and regularly updated	<input type="checkbox"/>
10. Boards are used to display real-time production status vs. customer needs	<input type="checkbox"/>
11. Best practices and lessons learned are displayed (i.e. before and after pictures)	<input type="checkbox"/>
12. People in every work area own the visual boards and can edit and update them	<input type="checkbox"/>

Continuous improvement:

13. The plant have Kaizen teams or any other formal improvement teams in place	<input type="checkbox"/>
14. Improvement ideas are routinely and openly shared throughout the operation	<input type="checkbox"/>
15. The plant have an internal forum for developing, sharing & implementing best practices	<input type="checkbox"/>
16. Skill matrices are utilized to manage and track lean skills of all work teams	<input type="checkbox"/>

Lean techniques:

17. All process maps and value stream maps are available to all work teams	<input type="checkbox"/>
18. All losses in terms of defects and rework are captured and reported	<input type="checkbox"/>
19. All machine breakdowns are captured on a central database	<input type="checkbox"/>
20. The flow of product and/or services is simple and direct	<input type="checkbox"/>

Safety:

21. Fire extinguishers are in place with seal, and checked within 12 month period	<input type="checkbox"/>
22. Equipment guards are in place	<input type="checkbox"/>
23. Employees use the appropriate safety equipment and PPEs	<input type="checkbox"/>
24. Showers, eye baths, inter-locks and ladders and in good condition	<input type="checkbox"/>

Comments:

