

Visual Management Checklist

Work Area:

Date:

VM Leader:

VM Auditor:

Signs and markings:

✓ / x

1. Wayfinding signs exist throughout the workplace.	<input type="checkbox"/>
2. Other signs are placed where necessary (i.e. do not enter and no-smoking).	<input type="checkbox"/>
3. Posters and banners are used to reinforce values and goals.	<input type="checkbox"/>
4. The boundaries of each work area are clearly defined and marked.	<input type="checkbox"/>
5. All work cells and offices are clearly identified.	<input type="checkbox"/>
6. Vehicle lanes, pedestrian walkways and intersections are marked.	<input type="checkbox"/>
7. Pipes are color-coded and labeled for their function and direction.	<input type="checkbox"/>
8. Labels are used to identify all processes, machines and equipment.	<input type="checkbox"/>

Inventory control and 5S:

9. Labels are used to clearly mark storage locations, materials and products.	<input type="checkbox"/>
10. Minimum and maximum levels are used to clearly indicate stock levels.	<input type="checkbox"/>
11. Kanban boards and cards are used to trigger reordering.	<input type="checkbox"/>
12. Regular 5S audits are carried out (using checklists and measures).	<input type="checkbox"/>

Health and safety:

13. Safety equipment and supplies are clearly marked.	<input type="checkbox"/>
14. Safety signage, warnings and barriers are provided at the point of need.	<input type="checkbox"/>
15. Disconnect switches for every electrical equipment are clearly marked.	<input type="checkbox"/>
16. Emergency exit markings and signs are visible and in good condition.	<input type="checkbox"/>

Maintenance and standard work:

17. Gauges and dials are labeled and color-coded to simplify reading.	<input type="checkbox"/>
18. Evidence of equipment transparency exists (i.e. transparent guarding).	<input type="checkbox"/>
19. Trouble logs and quality control checklists are used at the machines.	<input type="checkbox"/>
20. SOPs, instructions, photos and drawings are used to support standards.	<input type="checkbox"/>
21. Samples of good and bad products are displayed (i.e. customer returns).	<input type="checkbox"/>

Production and performance:

22. Boards are used to display real-time production status vs. customer needs.	<input type="checkbox"/>
23. Andon lights are placed on machines or on production lines.	<input type="checkbox"/>
24. Target boards and operational KPIs are displayed and regularly updated.	<input type="checkbox"/>
25. Boards are used to identify improvement initiatives and communicate progress.	<input type="checkbox"/>
26. Best practices and lessons learned are displayed (i.e. before and after pictures).	<input type="checkbox"/>
27. Boards are used to facilitate communication between teams and shifts.	<input type="checkbox"/>
28. People in the work area own the visuals and can edit and update them.	<input type="checkbox"/>

Comments: