**Work Area: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: . . . . . . . . . . . . . . . . . . .**

**VM Leader: . . . . . . . . . . . . . . . . . . . . . . . . . VM Auditor: . . . . . . . . . . . . . . . . . . . . . . . . .**

**Signs and markings:** ✔**/ x**

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

**Inventory control and 5S:**

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| 1. Labels are used to clearly mark storage locations, materials and products. |  |
| 1. Minimum and maximum levels are used to clearly indicate stock levels. |  |
| 1. Kanban boards and cards are used to trigger reordering. |  |
| 1. Regular 5S audits are carried out (using checklists and measures). |  |

**Health and safety:**

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| 1. Safety equipment and supplies are clearly marked. |  |
| 1. Safety signage, warnings and barriers are provided at the point of need. |  |
| 1. Disconnect switches for every electrical equipment are clearly marked. |  |
| 1. Emergency exit markings and signs are visible and in good condition. |  |

**Maintenance and standard work:**

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| 1. Gauges and dials are labeled and color-coded to simplify reading. |  |
| 1. Evidence of equipment transparency exists (i.e. transparent guarding). |  |
| 1. Trouble logs and quality control checklists are used at the machines. |  |
| 1. SOPs, instructions, photos and drawings are used to support standards. |  |
| 1. Samples of good and bad products are displayed (i.e. customer returns). |  |

**Production and performance:**

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| 1. Boards are used to display real-time production status vs. customer needs. |  |
| 1. Andon lights are placed on machines or on production lines. |  |
| 1. Target boards and operational KPIs are displayed and regularly updated. |  |
| 1. Boards are used to identify improvement initiatives and communicate progress. |  |
| 1. Best practices and lessons learned are displayed (i.e. before and after pictures). |  |
| 1. Boards are used to facilitate communication between teams and shifts. |  |
| 1. People in the work area own the visuals and can edit and update them. |  |

**Comments: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**