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

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

**Signs and markings:** ✔**/ x**

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| 1. Wayfinding signs exist throughout the workplace.
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| 1. Other signs are placed where necessary (i.e. do not enter and no-smoking).
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| 1. Posters and banners are used to reinforce values and goals.
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| 1. The boundaries of each work area are clearly defined and marked.
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| 1. All work cells and offices are clearly identified.
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| 1. Vehicle lanes, pedestrian walkways and intersections are marked.
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| 1. Pipes are color-coded and labeled for their function and direction.
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| 1. Labels are used to identify all processes, machines and equipment.
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**Inventory control and 5S:**

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

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

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

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