**Project/Process:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Prepared by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: ­­­­­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Man:** ✔**/ x**

|  |  |
| --- | --- |
| 1. Are employees efficient and productive? |  |
| 1. Do they follow the standards? |  |
| 1. Are they competent and adequately trained? |  |
| 1. Are they motivated enough? |  |
| 1. Do they maintain good human relationships? |  |
| 1. Is there a lack of coordination between employees? |  |

**Method:**

|  |  |
| --- | --- |
| 1. Is the process complex? |  |
| 1. Is the process documented to sufficient level? |  |
| 1. Are work instructions available at point of use? |  |
| 1. Is there too much rework required? |  |
| 1. Is there too much manual effort required? |  |

**Machine/Equipment:**

|  |  |
| --- | --- |
| 1. Does the machine/equipment meet production/service requirements? |  |
| 1. Is the operation interrupted due to machine/equipment breakdowns? |  |
| 1. Is inspection/lubrication adequate? |  |
| 1. Is maintenance done as per plan? |  |
| 1. Is there enough IT support and integration? |  |

**Material:**

|  |  |
| --- | --- |
| 1. Is the inventory level adequate? |  |
| 1. Is the material quality standard adequate? |  |
| 1. Is the quantity added to the process adequate? |  |
| 1. Is there any material wastage during processing? |  |

**Environment:**

|  |  |
| --- | --- |
| 1. Is it possible that the environment is affecting the process (too hot, too cold, too noisy)? |  |
| 1. Are the ergonomics in the workplace appropriate? |  |

**Measurement:**

|  |  |
| --- | --- |
| 1. Is the measurement system capable? |  |
| 1. Are the KPIs being reported consistently? |  |
| 1. Are the KPIs being reviewed in review meetings? |  |

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_