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

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

**Signs and markings:** ✔**/ x**

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| --- | --- |
| 1. Wayfinding and directional signage exist throughout the workplace
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| 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
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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
 |  |
| 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
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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. Photos to remind people of the standard are posted in the workplace
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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 each machine
 |  |
| 1. SOPs, instructions, photos, and drawings are used to support standard work
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| 1. Samples of good and bad products and customer returns are displayed
 |  |

**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. Live performance metrics are displayed and regularly updated
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| 1. Boards are used to communicate the progress of improvement projects
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| 1. Boards are used to display best practices and lessons learned
 |  |
| 1. Boards are used to facilitate communication between teams and shifts
 |  |
| 1. People in the work areas own the visuals and can edit and update them
 |  |

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