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