

Lean Audit Checklist

Company/site: _____

Date: _____

5S Auditor: _____

Section 1 - Leadership:

Y/N

1. The Company focuses on the needs of the customers (as reflected by its KPIs)	
2. Daily lean activities are directly linked to the company's strategy and goals	
3. There is a structured approach to select and track lean projects	
4. The Company keeps records for its lean projects and activities	
5. The Company communicates its lean activities and goals using multiple methods	
6. Lean review meetings are conducted on a regular basis to review lean maturity	
7. Management team has been trained on advanced lean techniques	
8. Work teams have been trained on lean foundation and basic lean techniques	
9. Management team is routinely seen out of the offices and in the work areas	
10. Management provides the necessary resources & time for their people to engage in Lean	
11. Managers and supervisors are seen as coaches and mentors	

Comments: _____

Section 2 – Support Systems:

12. Lean performance indicators are tracked and reported regularly	
13. Lean performance actuals and goals are shared and clearly displayed	
14. Customer complaints and claims are displayed in the work areas	
15. Root causes for customer complaints are analyzed and corrective actions are identified	
16. Collaborative agreements with key customers are in place	
17. Collaborative agreements with main suppliers are in place	
18. Skill matrices are utilized to manage and track lean skills of all work teams	
19. Management empowers work teams to participate in lean through rewards & incentives	
20. Lean is implemented as a whole system rather than isolated bits of techniques	
21. Regular lean audits are conducted to ensure improvements are sustained	

Comments: _____

Section 3 – Value Stream:

22. A current state value stream map is identified for the main product (or product family)	
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23. A future state is developed which serves as a guide for future lean activities	
24. An implementation plan is in place (includes time table, milestones & responsibilities)	
25. Process owners are identified and aware of their responsibilities	
26. Work teams understand their place in the value stream & aware of their responsibilities	
27. Process maps and value stream maps are available to all work teams	
28. Work teams collaboratively maintain and improve process maps, VSMs & SIPOCs	
29. Value stream maps are used to eliminate waste and streamline processes	
30. Management understand where the current bottlenecks are and how to clear them	
31. The Company is able to manage its inventory efficiently within the value stream	

Comments: _____

Section 4 – Continuous Improvement:

32. The Company has kaizen teams or any other formal improvement teams in place	
33. Kaizen events are used to solve problems and continually improve the value stream	
34. Kaizen/improvement minutes get recorded and displayed publicly	
35. Kaizen/improvement teams meet regularly to monitor improvement progress	
36. Kaizen/Improvement teams are currently working on improvement priorities	
37. Suggestions and ideas are captured and openly shared throughout the operation	
38. The company has an internal forum for developing and sharing best practices	
39. It is proactively networking with others to seek solutions to common problems	
40. Opportunities for horizontal expansion of CI across similar processes are carried out	
41. Team boards are used to prioritize problems, share countermeasures & open discussions	

Comments: _____

Section 5 – Lean Techniques:

42. Several methodologies are used to implement the best solution depending on the problem	
43. Several tools are used to understand and categorize customer requirements	
44. Root cause analysis are carried out to identify the true causes of problems	
45. The flow of product and/or services is simple and direct (creating continuous flow)	
46. There is a recognized 5S program in place and 5S responsibilities have been allocated	
47. Kanban boards are used to trigger reordering	
48. Work teams are trying to implement Poka Yoke to prevent problems from occurring	
49. All losses in terms of defects and rework are captured and reported	
50. All breakdowns are captured on a central database, then analyzed using Pareto	
51. A well planned preventive maintenance schedule exists	

Comments: _____

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Section 6 – Standard Work:

52. Implemented improvements are captured in the forms of SOPs and OPLs	<input type="checkbox"/>
53. SOPs are located for easy access to everyone within the operation	<input type="checkbox"/>
54. SOPs are routinely being updated as improvements are made	<input type="checkbox"/>
55. Visuals are used to simplify standard work and to demonstrate difficult concepts	<input type="checkbox"/>
56. Documented standard work are used for training new comers in performing activities	<input type="checkbox"/>
57. There is a master register of all SOPs (if on PC, there is a backup)	<input type="checkbox"/>

Comments: _____
