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

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

**Signs and markings:** ✔**/ x**

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| 1. Wayfinding and directional signage exist throughout the workplace |  |
| 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 |  |
| 1. The boundaries of each work area are clearly defined and marked |  |
| 1. All work cells and offices are clearly identified |  |
| 1. Vehicle lanes, pedestrian walkways and intersections are marked |  |
| 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 |  |
| 1. Minimum and maximum levels are used to clearly indicate stock levels |  |
| 1. Kanban boards and cards are used to trigger reordering |  |
| 1. Photos to remind people of the standard are posted in the workplace |  |

**Health and safety:**

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

**Maintenance and standard work:**

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| 1. Gauges and dials are labeled and color-coded to simplify reading |  |
| 1. Evidence of equipment transparency exists (i.e., transparent guarding) |  |
| 1. Trouble logs and quality control checklists are used at each machine |  |
| 1. SOPs, instructions, photos, and drawings are used to support standard work |  |
| 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 |  |
| 1. Andon lights are placed on machines or on production lines |  |
| 1. Live performance metrics are displayed and regularly updated |  |
| 1. Boards are used to communicate the progress of improvement projects |  |
| 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:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .