

# Visual Management Checklist

Work Area: .....

Date: .....

VM Leader: .....

VM Auditor: .....

## **Signs and markings:**

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1. Wayfinding and directional signage exist throughout the workplace	
2. Other signs are placed where necessary (i.e., do not enter and no-smoking)	
3. Posters and banners are used to reinforce values and goals	
4. The boundaries of each work area are clearly defined and marked	
5. All work cells and offices are clearly identified	
6. Vehicle lanes, pedestrian walkways and intersections are marked	
7. Pipes are color-coded and labeled for their function and direction	
8. Labels are used to identify all processes, machines, and equipment	

## **Inventory control and 5S:**

9. Labels are used to clearly mark storage locations, materials, and products	
10. Minimum and maximum levels are used to clearly indicate stock levels	
11. Kanban boards and cards are used to trigger reordering	
12. Photos to remind people of the standard are posted in the workplace	

## **Health and safety:**

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

## **Maintenance and standard work:**

17. Gauges and dials are labeled and color-coded to simplify reading	
18. Evidence of equipment transparency exists (i.e., transparent guarding)	
19. Trouble logs and quality control checklists are used at each machine	
20. SOPs, instructions, photos, and drawings are used to support standard work	
21. Samples of good and bad products and customer returns are displayed	

## **Production and performance:**

22. Boards are used to display real-time production status vs. customer needs	
23. Andon lights are placed on machines or on production lines	
24. Live performance metrics are displayed and regularly updated	
25. Boards are used to communicate the progress of improvement projects	
26. Boards are used to display best practices and lessons learned	
27. Boards are used to facilitate communication between teams and shifts	
28. People in the work areas own the visuals and can edit and update them	

Comments: .....