Visual Management Checklist

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

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

Signs and markings:

1. Wayfinding signs 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. Regular 5S audits are carried out (using checklists and measures).

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 the machines.
20. SOPs, instructions, photos and drawings are used to support standards.
21. Samples of good and bad products are displayed (i.e. customer returns).

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. Target boards and operational KPIs are displayed and regularly updated.
25. Boards are used to identify improvement initiatives and communicate progress.
26. Best practices and lessons learned are displayed (i.e. before and after pictures).
27. Boards are used to facilitate communication between teams and shifts.
28. People in the work area own the visuals and can edit and update them.

Comments: ...........................................................................