



*Comprehensive*

## **Visual Workplace Assessment Tool**

*Evaluate your progress toward achieving a visually controlled workplace.*

Visual Workplace is committed to partnering with our clients to implement, support and sustain 5S, Lean, Safety and Continuous Improvement. Please feel free to contact us at any time with your questions or concerns.

ASSESSMENT START DATE:

DATE COMPLETED:

NAME:

COMPANY/DEPARTMENT:

EMAIL:

PHONE:

### **What is a Visual Workplace?**

A Visual Workplace is an environment that speaks for itself, and:

- Identifies and corrects abnormal situations
- Directs behavior
- Eliminates missing information
- Reduces injury
- Uses KPI (Key Performance Indicators) to reveal opportunities for improvement.

### SCORING

0 = No evidence or plan to implement

1 = Concepts understood, yet no system in place

2 = Implementation plan is being developed

3 = Documented system is in place; no follow-up evident

4 = Implementation of system is in process

5 = Documented system is in place and executed, and the work place speaks for itself.

LEADERSHIP		SCORE
1	Are the company's vision, mission, and goals visibly displayed and incorporated into daily activities?	
2	Top management supports the visual workplace and has shown how it ties into the corporate strategies.	
3	Do team members understand the history of the company and comprehend how its history helped shape its vision? Is a historical timeline visually displayed?	
4	The facility reflects the company's understanding and commitment to continuous improvement.	
5	Is leadership taking an active role in the visual conversion process through continuous education (books, research, plant tours, workshops and other training)?	
6	Are team members trained specifically in the visual workplace concepts and methodologies beyond 5S workplace organization?	
7	Does a Rewards and Recognition program exist for team members that actively participate in continuous improvement?	
8	Are team members empowered to initiate and resolve issues on their own?	
9	Is there a feedback system to communicate to team members the status of improvement projects they suggested?	
10	Are team members allocated a specific amount of time weekly for continuous improvement activities?	
11	Are visual workplace/5S tools standardized, maintained and made available for every continuous improvement team or department?	
12	Are waste reduction and continuous improvement metrics compared to established goals and visually displayed?	
Other Observations:		
CATEGORY AVERAGE		

### SCORING

0 = No evidence or plan to implement

1 = Concepts understood, yet no system in place

2 = Implementation plan is being developed

3 = Documented system is in place; no follow-up evident

4 = Implementation of system is in process

5 = Documented system is in place and executed, and the work place speaks for itself.

TERRITORY (Workcell)		SCORE
1	Has a visual workplace color-coding standard been established for your facility?	
2	Are team members familiar with the visual workplace color-coding standard and is it posted throughout the facility?	
3	Can new team members easily navigate the workplace? Is there a good use of directional signs and department identification?	
4	Are daily, weekly, and monthly cleaning requirements identified and carried out with visual tracking systems in place? Are work cell product descriptions clearly identified in the area?	
5	Is there a location identified for personal items in the work area?	
6	Are there borders marked on the floor for every non-stationary item in the workplace/area/department?	
7	Are cleaning tools & supplies clearly identified? Do these tools have address identifications for the places where they belong?	
8	Are organizational charts for the company as a whole and for individual departments visibly displayed?	
9	Are problems in the workcell identified and prioritized visually? Have owners been identified and include timelines for corrective action and results tracked?	
10	Are areas free of unnecessary articles/items on top of work surfaces, storage bins, and floors?	
11	Are shift changes managed with scoreboard updates so the next team easily understands the current status?	
12	Is there a defined location where production forms and corporate forms are located and maintained? Is there an owner identified to manage this information?	
13	Do aisles/borders allow for necessary access in and around work areas?	
Other Observations:		
CATEGORY AVERAGE		

### SCORING

0 = No evidence or plan to implement

1 = Concepts understood, yet no system in place

2 = Implementation plan is being developed

3 = Documented system is in place; no follow-up evident

4 = Implementation of system is in process

5 = Documented system is in place and executed, and the work place speaks for itself.

WORK INSTRUCTIONS		SCORE
1	Have work instructions been developed for each operation?	
2	Has a place been created and labeled for work instructions, required documents, labels, and other paperwork (scrap, production, quality, etc.)?	
3	Are machine gauges marked visually for acceptable levels of operation?	
4	Are machine parameters identified and posted at the point of use and monitored daily?	
5	Does a formal process exist for making modifications to machine parameters? Are changes documented and are changes made only after objective testing has been conducted and results documented?	
6	Have instructions been developed for the disposition of non-conforming material?	
7	Is there a process in place to regularly review work instructions and make modifications when improvements are identified?	
8	Are Preventive Maintenance schedules written for each machine/tool and is the status clearly displayed?	
9	Are tools and supplies shadowed/outlined with their address so it is obvious when they are missing?	
10	Is a training plan in place that ensures that team members understand and follow standardized work instructions?	
11	Are standard work instructions located at the point use, visible, and graphically displayed when possible? Do these work instructions include quality inspection criteria?	
12	Does standard work exist for occasional work such as tool changes, material/process changeover, and the replacement of empty or full containers?	
13	Are exception reports with follow-up contingencies displayed in the workcell?	
Other Observations:		
CATEGORY AVERAGE		

### SCORING

0 = No evidence or plan to implement

1 = Concepts understood, yet no system in place

2 = Implementation plan is being developed

3 = Documented system is in place; no follow-up evident

4 = Implementation of system is in process

5 = Documented system is in place and executed, and the work place speaks for itself.

SCOREBOARD		SCORE
1	Are production schedules visual, do they communicate variance, priority, and are they located at the point of use?	
2	Is the current status (real time) of the production performance vs. the production plan visible and clearly understood by the operators?	
3	Are company communications posted in an orderly manner and kept current by an identified owner of the postings?	
4	Are manpower levels monitored to coincide with production needs and are they visible for quick reference?	
5	Are training matrices visual and located in the work area?	
6	Are Continuous Improvement plans, progress, and cost reductions visually displayed?	
7	Has an owner been identified to keep this information current?	
8	Are productivity, safety, and quality key measures clearly defined for each area, the information made visible, and an owner identified to maintain data?	
9	Is unscheduled machine downtime tracked and reviewed?	
10	Are the costs of machine downtime calculated and displayed visually?	
Other Observations:		
CATEGORY AVERAGE		

### SCORING

0 = No evidence or plan to implement

1 = Concepts understood, yet no system in place

2 = Implementation plan is being developed

3 = Documented system is in place; no follow-up evident

4 = Implementation of system is in process

5 = Documented system is in place and executed, and the work place speaks for itself.

PROCESS CONTROL		SCORE
1	Do visual systems quickly communicate if a process is running normally or abnormally? Are there instructions in the event of abnormalities?	
2	Are visual systems such as poka-yoke used to error-proof processes and eliminate waste?	
3	Are quality samples, inspection requirements, quality alerts, and deviations located at the point of use and clearly identified?	
4	When quality issues are identified, a documented system that includes root cause analysis is deployed to prevent reoccurrence; issues are documented and shared.	
5	Are non-conforming containers/areas and Red Tag areas clearly marked? Are disposition instructions and follow-up completed in a predetermined time frame?	
6	Does each work area have the tools necessary to perform their operation and is there an identified location and an address for each item?	
7	Are shared tools stored in a manner that visibly identifies the tool and maintains a tracking of the tool location when the tool is checked out?	
8	Are machinery issues documented and the corrective action visible to all team members?	
9	Are calibrated gauges identified and stored in a protected environment and labeled correctly?	
10	Are dies stored effectively and identified clearly for quick retrieval?	
11	Are visual systems used to display equipment preventive maintenance requirements and Overall Equipment Effectiveness measurables?	
12	Are changeover times tracked and consistent for each product produced? If not, are continuous improvements being carried out to reduce them.	
13	An immediate response to line stoppages and on light alerts occur regularly and a documented procedure is followed to address each issue.	
14	Floor problems are addressed by the workcell team, with the ability to elevate to management. All problems are documented and tracked for resolution.	
15	Can you visually identify the cause of the process stoppage (maintenance, out of stock, etc.)?	
Other Observations:		
CATEGORY AVERAGE		

### SCORING

0 = No evidence or plan to implement

1 = Concepts understood, yet no system in place

2 = Implementation plan is being developed

3 = Documented system is in place; no follow-up evident

4 = Implementation of system is in process

5 = Documented system is in place and executed, and the work place speaks for itself.

INVENTORY		SCORE
1	Is a visual kanban (signal) system in use and is it effective for inventory control?	
2	Min/Max inventory levels exist for all parts and are visual.	
3	Are inventory levels routinely reviewed to determine if they are balanced with customer demand and if not adjusted accordingly.	
4	Do purchased components, WIP, and finished goods (identified with part numbers and locations) have a designated location with an address?	
5	Are material handling procedures clearly identified? Is material moved with visual triggers?	
6	Are water spiders used to maintain WIP levels and responsible for material transportation?	
7	Material levels are controlled everywhere within the organization. Deviations can easily be identified visually and are immediately addressed.	
8	Minimal WIP exists and team members routinely stop work to flex to areas of constraints.	
9	Is color-coding used to identify the difference between raw materials, WIP and finished goods?	
10	Is the material flow for raw materials, WIP and finished goods clearly visible?	
11	Are finished goods, raw materials, and WIP stored in a single location to avoid excess inventory and obsolescence?	
Other Observations:		
CATEGORY AVERAGE		

## SCORING

0 = No evidence or plan to implement

1 = Concepts understood, yet no system in place

2 = Implementation plan is being developed

3 = Documented system is in place; no follow-up evident

4 = Implementation of system is in process

5 = Documented system is in place and executed, and the work place speaks for itself.

SAFETY		SCORE
1	Emergency notification systems are in place and maintained.	
2	Are safety audit results visually posted on a regular basis and are improvements documented?	
3	Are safety performance goals identified and tracked? Are improvements addressed?	
4	Are visual tools, such as the safety cross utilized to track days without recordable injuries?	
5	Standardized work instructions are established for handling chemicals. Personal protective equipment requirements are identified and are available to the team members.	
6	Are safety items (fire extinguishers, eye wash stations, personal protective equipment) visually identified, unobstructed and inspected regularly?	
7	Emergency evacuation procedures and routes are visually displayed for all team members?	
8	Are all exits clearly marked and unobstructed?	
9	Are first aid supplies controlled using a kanban or visual system?	
10	Are the first responders for the facility visually identified by department or shift?	
11	Hazardous waste has a clearly identified location and is disposition instructions are visually displayed.	
12	Electric circuit breaker panels and emergency shut-offs are labeled and unobstructed.	
13	Are high-noise areas clearly identified and hearing protection available and used?	
14	Chemicals and gas cylinders are properly labeled, stored, and secure when not in use.	
Other Observations:		
CATEGORY AVERAGE		