



# AllAboutLean.com Shop Floor Visit Checklist

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Date: \_\_\_\_\_ Plant: \_\_\_\_\_ Company: \_\_\_\_\_

The purpose of this [checklist](#) is to obtain a general idea of the state of the plant using lean manufacturing principles. Whenever possible, measureable and comparable metrics are used.

## Worker Efficiency

Number of workers observed actually creating value compared to the total number of workers observed for different locations. The difference is, of course, workers not adding value (transport, walking around, waiting, talking, etc.). Benchmark at Toyota is 70% to 90% of the workers adding value.

#	Location	Number of Workers Value Add	Total Number of Workers observed	Ratio (%)	Comments
1					
2					
3					
4					
5					
6					
<b>Total</b>					

## Machine Efficiency

Number of machines and robots observed actually working compared to the number of machines and robots being idle/repared/set up for different locations. Benchmark at Toyota is 50% to 80% of the machines operating.

#	Location	Number of Machines working	Number of Machines idle	Ratio (%)	Comments
1					
2					
3					
4					
5					
6					
<b>Total</b>					



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## Inventory Efficiency

Estimate the amount of material removed from storage during an observation period and compare it with the total quantity on hand. Reach can be estimated by dividing the available material by the removed material and multiplying the results by the duration of the observed period. The reach can be adjusted for shift patterns (e.g., if you get a reach of 16 hours, but the plant works only one shift, this resembles two days' worth of inventory). Also, look for the oldest material found on site.

Benchmark depends heavily on the type of industry and cannot be generalized.

#	Location	Quantity available (1)	Quantity removed (2)	Observation Duration (3)	Reach: $\frac{(1)}{(2)} \cdot (3)$	(Estimated) Age of Material	Comments
1							
2							
3							
4							
5							
6							
<b>Total</b>						<b>Max:</b>	

## Order & Cleanliness

Note your impressions and observations on the order and cleanliness of the plant. Things to observe are: overall cleanliness, order and placement of tools and machines, signs of wear and tear, order and labeling of materials, etc. Rank the locations based on your previous experience in other plants.

#	Location	Subjective Ranking	Comments
1		☺ 1-2-3-4-5 ☹	
2		☺ 1-2-3-4-5 ☹	
3		☺ 1-2-3-4-5 ☹	
4		☺ 1-2-3-4-5 ☹	
5		☺ 1-2-3-4-5 ☹	
6		☺ 1-2-3-4-5 ☹	
<b>Total</b>		☺ 1-2-3-4-5 ☹	

## Closing Remarks

Above are the most important metrics related to efficient plant operations that can be observed quickly and without much effort. This checklist is based on the posts "[Make Your Plant Tour a Success!](#)" and "[How to Misguide Your Visitor – or What Not to Pay Attention to During a Plant Visit!](#)" on the blog AllAboutLean.com. For a better preparation, I especially recommend the latter post on how plant managers try to hide the flaws of their plants as it will help you to see through the ruse.