



Kanban System Review Checklist

System Overview & Goals

Assess the overall purpose and effectiveness of the Kanban system in achieving manufacturing objectives. This section covers alignment with broader business goals.

Briefly describe the primary goals of this Kanban system within the manufacturing process.

Write something...

What is the target Overall Equipment Effectiveness (OEE) that this Kanban system aims to support?

Enter a number...

Does this Kanban system align with the overall Manufacturing Strategy?

☐

Yes

☐

No

☐

Partially

Date of last strategic review linking Kanban to manufacturing goals.

Enter date...

Summarize any significant changes in manufacturing goals since the last Kanban System Review.

Write something...

Is the Kanban system achieving its intended goals?

☐ Yes

☐ No

☐ Needs Improvement

If the answer to the previous question is 'No' or 'Needs Improvement', briefly explain why.

Write something...

Board Design & Visualization

Review the physical or digital Kanban board layout, including columns, swimlanes, and card design, to ensure clarity and efficiency.

Number of Columns

Enter a number...

Description of Swimlanes (if any)

Write something...

Board Type (Physical/Digital/Hybrid)

- ☐ Physical
- ☐ Digital
- ☐ Hybrid

Color Coding Used? (Select all that apply)

- ☐ Priority
- ☐ Type of Work
- ☐ Status
- ☐ Team
- ☐ None


Describe any visual cues/icons used on cards

Write something...

Ease of Understanding (Board clarity for new users)

- ☐ Very Easy
- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very Difficult

Attach a Photo/Screenshot of the Kanban Board

 Upload File

Card Definition & Content

Evaluate the information captured on Kanban cards to ensure they provide sufficient detail for efficient workflow management.

Part Number

Write something...

Description

Write something...

Quantity Required

Enter a number...

Due Date

Enter date...

Priority Level

☐ High

☐ Medium

☐ Low

Special Instructions / Notes

Write something...

Material Type

- ☐ Raw Material
- ☐ Component
- ☐ Finished Good

Workflow & Cycle Times

Analyze cycle times for each stage of the workflow and identify bottlenecks or areas for improvement.

Average Cycle Time - Stage 1 (e.g., Cutting)

Enter a number...

Average Cycle Time - Stage 2 (e.g., Assembly)

Enter a number...

Average Cycle Time - Stage 3 (e.g., Quality Check)

Enter a number...

Average Total Cycle Time (all stages)

Enter a number...

Identify Bottlenecks: Describe any observed bottlenecks in the workflow.

Write something...

Bottleneck Severity (if applicable)

- ☐ Minor
- ☐ Moderate
- ☐ Significant

Proposed Solutions for Bottlenecks: Outline any proposed solutions to address identified bottlenecks.

Write something...

Date of Last Cycle Time Measurement

Enter date...

Percentage Change in Total Cycle Time (vs. last review)

Enter a number...

Work in Progress (WIP) Limits

Verify the appropriateness and effectiveness of WIP limits across all stages of the manufacturing process.

Current WIP Limit - Stage 1 (e.g., Cutting)

Enter a number...

Current WIP Limit - Stage 2 (e.g., Assembly)

Enter a number...

Current WIP Limit - Stage 3 (e.g., Finishing)

Enter a number...

Average WIP Levels - Stage 1

Enter a number...

Average WIP Levels - Stage 2

Enter a number...

Average WIP Levels - Stage 3

Enter a number...

Are current WIP limits optimal?

☐

Yes

☐

No

☐

Unsure

Explanation if WIP Limits are not optimal.

Write something...

Replenishment & Ordering

Review the replenishment signals, order points, and ordering processes to ensure material flow is responsive and accurate.

Current Safety Stock Levels (for critical materials)

Enter a number...

Reorder Point (ROP) Accuracy (average deviation)

Enter a number...

Replenishment Signal Type

- ☐ Kanban Card
- ☐ Digital Signal
- ☐ Scheduled Order
- ☐ Manual Request

Describe any discrepancies between actual material flow and replenishment signals.

Write something...

Date of last replenishment process review

Enter date...

Lead Time Accuracy (average days)

Enter a number...

Supplier Performance - On-Time Delivery (Critical Materials)

- ☐ Excellent (98-100%)
- ☐ Good (90-97%)
- ☐ Average (80-89%)
- ☐ Needs Improvement (Below 80%)

Team Performance & Training

Assess team understanding and adherence to Kanban principles, identify training needs, and gather feedback for continuous improvement.

Team Member Understanding of Kanban Principles (1-5, 1=Poor, 5=Excellent)

Frequency of Kanban Training Sessions (per month)

Describe any observed deviations from established Kanban processes by team members.

Which of the following training topics are needed? (Select all that apply)

- ☐ New Team Member Onboarding
- ☐ Advanced Kanban Techniques
- ☐ Problem Solving and Bottleneck Analysis
- ☐ Data Analysis and Reporting

How effective is the current method for sharing Kanban updates and changes?

- ☐ Very Effective
- ☐ Effective
- ☐ Neutral
- ☐ Ineffective
- ☐ Very Ineffective

What suggestions do team members have to improve Kanban understanding and adherence?

Write something...

Date of last Kanban training session.

Enter date...

Metrics & Reporting

Examine key performance indicators (KPIs) related to the Kanban system and identify trends or areas requiring attention.

Average Lead Time (Days)

Enter a number...

Cycle Time for Stage 1 (Minutes)

Enter a number...

Number of Cards Completed per Shift

Enter a number...

Percentage of Cards Delivered On Time

Enter a number...

Brief Summary of Recent Metric Trends

Write something...

Are metrics being tracked and visualized effectively?

- ☐ Yes
- ☐ No
- ☐ Partially

Attach KPI Report (if applicable)

 Upload File

Date of Last KPI Review

Enter date...

System Adherence & Continuous Improvement

Evaluate the extent to which the team is consistently following Kanban processes and explore opportunities for refinement.

Percentage of cards fully compliant with standard card format.

Enter a number...

How frequently are Kanban reviews conducted?

- ☐ Daily
- ☐ Weekly
- ☐ Bi-weekly
- ☐ Monthly
- ☐ Less than Monthly

Describe any deviations from standard Kanban practices observed.

Write something...

Which improvement suggestions have been implemented since the last review?

- ☐ Improved Card Design
- ☐ Adjusted WIP Limits
- ☐ Increased Training
- ☐ Board Layout Changes
- ☐ None

Date of last team training on Kanban principles.

Enter date...

Document any roadblocks or challenges preventing full adherence to Kanban principles.

Write something...

Overall, how satisfied are team members with the current Kanban system?

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

Upload any relevant documentation supporting observations (e.g., process diagrams, training materials)

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