

## Check List - Overall



No.	Items	Check		Note
		Yes	No	
1	5S+1(Sort/Set/Shine/Standard/Sustain and Safety)			
2	VSM			
	- Current state drawing			
	- Future state drawing			
	- Work plan and Implenetation			
	- Takt time/ Lead time/ Cycle time/ Process time = ?			
3	Kaizen (5G-Gemba,Gembutsu,Genjitsu,Genri,Gensoku)			
	- Planning and Preparation (if yes, how many?)			
	- Implementation (The event) (if yes, how many?)			
	- Presentation and Follow up (if yes, how many?)			
4	Lean tools			
	- Single minute exchange of die (SMED)			
	- 5S + 1			
	- Standard Work			
	- Just in Time (JIT)			
	- Flow Layout			
	- Kanban system			
	- Hejuka			
	- Kaizen Continuous Improvement			
5	Sustaining Program			
	- Recognise and Reward Program			