



Consulting Collaborative Manufacturing “Best Practices” Self-Evaluation

Manufacturing is an important ingredient to the success of any operation. Many manufacturing companies address product quality, customer service and profitability in different ways. This one page self-evaluation checklist will determine if your company has the tools and processes in place to have a functioning and successful manufacturing program. This assessment addresses the basics as well as “Best Practices” and is intended to stimulate action plans to improve the manufacturing process.

Check only what is fully implemented and practiced at your company. Please be 100% candid.

- () The manufacturing daily goals and objectives are communicated to all employees.
- () Employees are held accountable to accurately report their production rates on a daily basis.
- () Visual boards are used to post production, quality and safety results compared to goals.
- () The company has implemented a Quality System for adherence to customer quality standards.
- () Employees are trained on written product quality standards.
- () Finished parts are inspected to ensure adherence to quality standards.
- () Manufacturing processes are designed by engineering to minimize product variation.
- () Visual aids are used to illustrate product quality standards on the shop floor.
- () 5S methods are used to organize the shop floor and production lines.
- () Employees are routinely cross-trained in more than their immediate job responsibilities.
- () Employees are trained on plant safety practices in accordance with OSHA standards.
- () Employees are trained on “root cause” analysis for determining the causes of non-conformances.
- () Plant equipment is maintained based on a written preventive maintenance plan.
- () Management meets with plant employees regularly to get input on process improvements.
- () Process Improvement Teams are utilized to implement improvements and “best practices”.
- () Management holds regular business meetings with all manufacturing employees.
- () Raw materials used in production are controlled by an inventory control process.
- () The CEO (owner) makes regular visits to the shop floor.

If only one to eight criteria for success are checked, you need to make significant changes to improve your manufacturing process. If nine to thirteen are checked you may need to fine tune your manufacturing process. If you checked fourteen or more you have a good process that should be periodically updated for continuous improvement to the manufacturing process.