

### A-5 Flor Plan Checklist

<b>Customer or Internal Part No</b> _____	<b>Revision Level</b> _____
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	Question	Yes	No	Comment / Action Required	Person Responsible	Due Date
1	Have lean concepts been applied in considering material flow?					
2	Does the floor plan identify all required process and inspection points?					
3	Are all special characteristic stations identified on Plant Layout - for example all trace stations, (including teardown)?					
4	Is andon equipment identified at each station?					
5	Have clearly marked areas for all material, tools, and equipment at each operation been considered?					
6	Has sufficient space been allocated for all equipment?					
7	Are process and inspection areas:					
a	Of adequate size?					
b	Properly lighted?					
c	Current work instructions?					
d	Current gages/measuring tools?					
8	Do inspection areas contain necessary equipment and record storage?					
9	Are there adequate:					
a	Staging areas?					
b	Impound areas?					
c	Impound areas?					
10	Are inspection points located to prevent the shipment of nonconforming products?					
11	Are there controls for each process to eliminate contamination or inappropriate mixing of product?					
12	Is material protected from overhead or air handling systems contamination?					
13	Have facilities been provided for final product audit?					
14	Are facilities adequate to control movement of nonconforming incoming material?					
15	Is there a containment area for damaged containers?					
16	Have changes been reported per customer requirements?					

<p><b>* Every "No" item must have approved action plan</b></p>	<p><b>Revision date:</b> _____</p> <p><b>Prepared By:</b> _____</p>
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