

A-5 FLOOR PLAN CHECKLIST

Customer or Internal Part No. _____

Revision Level _____

	Question	Yes	No	N/A	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	Have clearly marked areas for all material, tools, and equipment at each operation been considered?						
4	Has sufficient space been allocated for all equipment?						
5	Are process and inspection areas:						
a	• Of adequate size?						
b	• Properly lighted?						
6	Do inspection areas contain necessary equipment and record storage?						
7	Are there adequate:						
a	• Staging areas?						
b	• Impound areas?						
8	Are inspection points located to prevent shipment of nonconforming products?						
9	Are there controls for each process to eliminate contamination or inappropriate mixing of product?						
10	Is material protected from overhead or air handling systems contamination?						
11	Have facilities been provided for final product audit?						
12	Are facilities adequate to control movement of incoming material?						



Revision Date _____

Prepared by: _____