BEC Tour Worksheet

Tour site: _____

Date: _____

Tour guide name: _____

Key Area	Tour Location
5S	Look at the site 5S process used
Cell/Flow Manufacturing	Look at how a cell or line is set up
Visual Work Instructions	Look at a sample of how work instructions are done at tour site
Kanban	Look at how Kanbans are set up
TPM	Look at a sample of TPM in an area
Value Stream Mapping	Look at an example of a Value Stream Map
Measurements	Look at a sample of what and how measurements are used in the tour facility
Setup Reduction	Look for an example of Setup Reduction
Skills Matrix	Look for a sample skills matrix
Quality Monitoring	Look at how quality is monitored

Tour Notes: (Make any notes on the key observation areas that you find interesting and may want to use in your facility.)

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