



Instructions: Place an 'x' in the relevant box for each assessment item.
If you feel the item is not relevant, tick the 'Not Relevant' column in the assessment.

Strongly Disagree
Disagree
Neither Agree or Disa.
Agree
Strongly Agree
Not Relevant

		Strongly Disagree	Disagree	Neither Agree or Disa.	Agree	Strongly Agree	Not Relevant
Leadership	The company have documented business goals						
	The company have a set of KPIs aligned to the business strategy						
	All staff have objectives						
Continuous Improvement	A continuous improvement (CI) programme exists within the company						
	Senior leaders are actively involved in the CI programme.						
	The CI programme is reinforced through regular communications						
Benchmarking	Visits are organised to other successful organisations.						
	The company have networked with other companies implementing CI						
Process Oriented	Key processes have been defined, measured & documented.						
	Non-value adding steps have been identified						
	Process Controls are in place						
	Work Standards are clear						
New Product Introduction	The company regularly introduces new products						
	There is a new product introduction process in place						
Performance tracking	Performance is tracked						
	Data tracking is real time.						
	All processes have key measures						
	Key measures are reviewed regularly						
	Delivery & supply performance is measured						
Human resources	Effective teams are created to optimise processes.						
	Process Owners are involved.						
	Company have an aligned recognition and rewards system						
	Roles & Responsibilities are clear						
Training / team-based implementation	A proven training program is established for staff						
	The continuous improvement programme is adequately resourced.						
	Skill Versatility & Cross training is encouraged						
	Most staff are active in formal work teams or problem solving teams						
	Shift Meetings take place						
Change Management	Annual staff turnover is low						
	Absenteeism is low						
	Timekeeping is excellent						
	All meetings start on time						
Planning & Materials management	Kanban replenishment processes are visible						
	Overall inventory turnover is known						
	Level workloads are planned						
	The company copes well with product mix changes						
	Processes can be changed quickly for product mix changes						
Plant & Equipment	A preventative maintenance programme is in place						
	Unplanned maintenance rarely happens						
	Plant and equipment downtime is low						
	The safety record is excellent						
Workplace Organisation	The plant is kept clean						
	All necessary tools are immediately available						
	The work areas are free of clutter						
	Process performance is clearly visible						