

FREE VISUAL MANAGEMENT TEMPLATE

Visual Management Checklist

Use this 60-point checklist to review area identification, labels, storage visuals, standard work, KPI boards, safety signs, workflow status, kanban, equipment labels, quality visuals, standardization, ownership, and corrective action.

Site / area

Review date

Shift / process

Reviewer / area owner

1. Visual management setup, area scope, ownership, standards, and previous gaps

- 1** Confirm the site, department, work area, shift, process, reviewer, area owner, and physical boundaries included in the visual management check.

VISUAL MANAGEMENT

REVIEWER / OWNER

Enter

DATE / TIME

Enter

SIGN-OFF

Sign

● Execution tip: Start with the decision the visual control must support. A sign or board adds value only when it helps someone understand location, status, standard, priority, risk, or next action faster.

- 2** Verify the current visual-management standard, area map, signage rules, color conventions, board formats, label standards, and escalation methods are available to the team.

CRITICAL

VISUAL MANAGEMENT

Visual / Area	Expected	Current	Owner	Action
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● Execution tip: Start with the decision the visual control must support. A sign or board adds value only when it helps someone understand location, status, standard, priority, risk, or next action faster.

- 3** Review previous findings, outdated boards, missing labels, confusing signs, damaged markings, recurring visual-control failures, and open corrective actions.

VISUAL MANAGEMENT

Visual / Area	Expected	Current	Owner	Action
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● Execution tip: Start with the decision the visual control must support. A sign or board adds value only when it helps someone understand location, status, standard, priority, risk, or next action faster.

- 4** Identify which information must be visible at the point of use, including location, status, standard, quantity, priority, risk, abnormality, owner, or next action.

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Start with the decision the visual control must support. A sign or board adds value only when it helps someone understand location, status, standard, priority, risk, or next action faster.

- 5** Define critical visual-control failures for the area, such as missing emergency identification, wrong safety color, misleading status information, or another condition that can cause immediate operational or safety risk.

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Start with the decision the visual control must support. A sign or board adds value only when it helps someone understand location, status, standard, priority, risk, or next action faster.

- 6** Assign ownership for signs, labels, floor markings, boards, displays, kanban, visual standards, updates, verification, and corrective-action closure.

VISUAL MANAGEMENT

Visual / Area	Expected	Current	Owner	Action
---------------	----------	---------	-------	--------

● Execution tip: Start with the decision the visual control must support. A sign or board adds value only when it helps someone understand location, status, standard, priority, risk, or next action faster.

2. Area identification, navigation, zones, floor markings, boundaries, and location visibility

- 7** Verify departments, work areas, storage zones, aisles, stations, docks, rooms, equipment areas, and service points are clearly identified where identification is needed.

VISUAL MANAGEMENT

CRITICAL

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Walk the area as a new employee would. If you need verbal explanation to find a zone or understand a boundary, the visual system is not doing enough.

- 8** Check floor lines, boundary markings, parking positions, no-storage zones, walkways, material lanes, and designated areas are visible, current, and consistent.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Walk the area as a new employee would. If you need verbal explanation to find a zone or understand a boundary, the visual system is not doing enough.

- 9** Confirm arrows, route signs, maps, bay numbers, rack addresses, location codes, and directional information help people navigate without unnecessary searching or verbal guidance.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Walk the area as a new employee would. If you need verbal explanation to find a zone or understand a boundary, the visual system is not doing enough.

- 10** Verify restricted, quarantine, hazardous, maintenance, inspection, waiting, completed, and other special-status areas are clearly distinguished from normal work areas.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Walk the area as a new employee would. If you need verbal explanation to find a zone or understand a boundary, the visual system is not doing enough.

- 11** Check visual boundaries match the real operating layout and have been updated after equipment moves, layout changes, process changes, or space reallocations.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Walk the area as a new employee would. If you need verbal explanation to find a zone or understand a boundary, the visual system is not doing enough.

- 12** Record faded markings, unclear zones, conflicting direction signs, missing location IDs, outdated boundaries, or other navigation gaps requiring correction.

VISUAL MANAGEMENT

CRITICAL

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Walk the area as a new employee would. If you need verbal explanation to find a zone or understand a boundary, the visual system is not doing enough.

3. Labels, item identification, shadow boards, storage visuals, quantity limits, and point-of-use controls

- 13** Verify frequently used tools, materials, parts, consumables, documents, containers, devices, and shared equipment have clear identification where needed.

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: A good storage visual makes absence or excess obvious. The location, item, and expected quantity should be understandable without opening multiple systems or asking someone.

- 14** Check shelves, racks, bins, cabinets, drawers, hooks, shadow boards, carts, and storage positions show what belongs there and make missing items easy to notice.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: A good storage visual makes absence or excess obvious. The location, item, and expected quantity should be understandable without opening multiple systems or asking someone.

- 15** Confirm minimum and maximum quantities, reorder points, bin capacities, fill lines, kanban quantities, or other visual quantity controls are visible where the process relies on them.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: A good storage visual makes absence or excess obvious. The location, item, and expected quantity should be understandable without opening multiple systems or asking someone.

- 16** Verify labels are legible, durable, positioned where users naturally look, and matched to the actual item, location, unit of measure, and current process.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: A good storage visual makes absence or excess obvious. The location, item, and expected quantity should be understandable without opening multiple systems or asking someone.

- 17** Check temporary handwritten labels, taped notes, old tags, duplicate IDs, and unofficial markings are controlled so they do not become permanent conflicting standards.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: A good storage visual makes absence or excess obvious. The location, item, and expected quantity should be understandable without opening multiple systems or asking someone.

- 18** Record missing item IDs, unclear storage positions, absent quantity limits, damaged shadow boards, duplicate labels, or other point-of-use visual-control gaps.

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: A good storage visual makes absence or excess obvious. The location, item, and expected quantity should be understandable without opening multiple systems or asking someone.

4. Standard work visuals, desired-condition photos, diagrams, SOP displays, and work instructions

- 19** Verify visual standards show the expected condition for workstation layout, product placement, setup, cleaning, storage, sequence, or other repeatable work where useful.

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Place standards at the point of use. The best visual instruction is current, readable, task-specific, and visible exactly where the decision or action happens.

- 20** Check standard photos, diagrams, one-point lessons, process maps, setup guides, checklists, or illustrated work instructions match the current approved method.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Place standards at the point of use. The best visual instruction is current, readable, task-specific, and visible exactly where the decision or action happens.

- 21** Confirm visual work instructions are placed close enough to the task to support execution without forcing employees to search through unrelated documents.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Place standards at the point of use. The best visual instruction is current, readable, task-specific, and visible exactly where the decision or action happens.

- 22** Verify text, symbols, images, units, sequence numbers, and illustrations are large enough and clear enough to understand in the actual work environment.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Place standards at the point of use. The best visual instruction is current, readable, task-specific, and visible exactly where the decision or action happens.

- 23** Check version, issue date, revision, owner, or approval status is visible where outdated visual standards could create execution errors.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Place standards at the point of use. The best visual instruction is current, readable, task-specific, and visible exactly where the decision or action happens.

- 24** Record outdated photos, unclear diagrams, missing visual steps, conflicting instructions, poor placement, or other standard-work communication gaps.

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Place standards at the point of use. The best visual instruction is current, readable, task-specific, and visible exactly where the decision or action happens.

5. Performance boards, KPI status, targets, trend visibility, update frequency, and action ownership

- 25** Verify performance boards display the measures that matter for the area, such as safety, quality, delivery, productivity, cost, service, downtime, or other agreed KPIs.

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Performance boards should trigger action, not decorate walls. Every abnormal result should make the gap, owner, and next step visible.

- 26** Check each displayed KPI shows a clear target, actual result, period, unit, status, trend, and owner where those fields are needed to interpret performance.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Performance boards should trigger action, not decorate walls. Every abnormal result should make the gap, owner, and next step visible.

- 27** Confirm board data is updated at the defined frequency and does not show stale information that can mislead teams about current performance.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Performance boards should trigger action, not decorate walls. Every abnormal result should make the gap, owner, and next step visible.

- 28** Verify red, amber, green, symbols, arrows, charts, or other status indicators are used consistently and the meaning is understood by the team.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Performance boards should trigger action, not decorate walls. Every abnormal result should make the gap, owner, and next step visible.

- 29** Check abnormal KPI results are linked to an owner, issue, countermeasure, due date, or escalation path rather than being displayed without action.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Performance boards should trigger action, not decorate walls. Every abnormal result should make the gap, owner, and next step visible.

- 30** Record missing targets, stale metrics, unclear status, inconsistent colors, unreadable charts, absent owners, or other performance-board gaps.

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Performance boards should trigger action, not decorate walls. Every abnormal result should make the gap, owner, and next step visible.

6. Safety visuals, hazard communication, emergency information, PPE signs, and restricted-area controls

- 31 Verify emergency exits, first-aid points, fire equipment, emergency contacts, assembly information, eyewash, spill kits, and other emergency resources are clearly identified where applicable.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Safety visuals should appear before the hazard, not after it. Check visibility from the direction people actually approach the risk.

- 32 Check hazard signs, warning labels, equipment warnings, traffic controls, pedestrian routes, restricted areas, and required PPE signs are visible and positioned before exposure to the hazard.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Safety visuals should appear before the hazard, not after it. Check visibility from the direction people actually approach the risk.

- 33 Confirm safety colors, symbols, labels, pictograms, and warning levels follow the organization's approved system and applicable site requirements.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Safety visuals should appear before the hazard, not after it. Check visibility from the direction people actually approach the risk.

- 34 Verify temporary hazards, maintenance work, spills, damaged areas, blocked access, or abnormal conditions receive an immediate visual warning or barrier when required.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Safety visuals should appear before the hazard, not after it. Check visibility from the direction people actually approach the risk.

- 35 Check safety signage remains visible when stock, pallets, fixtures, doors, vehicles, displays, or temporary equipment are present.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Safety visuals should appear before the hazard, not after it. Check visibility from the direction people actually approach the risk.

- 36 Escalate missing or misleading safety visuals, blocked emergency identification, damaged warning signs, wrong hazard status, or other critical safety-communication failures.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Safety visuals should appear before the hazard, not after it. Check visibility from the direction people actually approach the risk.

7. Workflow status, WIP, kanban, queues, priorities, Andon, bottlenecks, and abnormality visibility

- 37** Verify work-in-progress, waiting, completed, rejected, hold, inspection, rework, urgent, or other process statuses are visually distinguishable where status affects flow.

VISUAL MANAGEMENT

CRITICAL

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Workflow visuals should expose delay and overload quickly. Hidden queues and unclear status make bottlenecks harder to manage and escalation slower.

- 38** Check kanban cards, bins, boards, electronic signals, replenishment triggers, queue markers, or other pull-system visuals are used according to the defined process.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Workflow visuals should expose delay and overload quickly. Hidden queues and unclear status make bottlenecks harder to manage and escalation slower.

- 39** Confirm WIP limits, queue limits, lane capacities, buffer levels, or other flow-control thresholds are clearly shown where exceeding the limit creates operational problems.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Workflow visuals should expose delay and overload quickly. Hidden queues and unclear status make bottlenecks harder to manage and escalation slower.

- 40** Verify urgent work, priority orders, critical customer needs, machine stops, shortages, quality holds, or other abnormalities become visible quickly to the right people.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Workflow visuals should expose delay and overload quickly. Hidden queues and unclear status make bottlenecks harder to manage and escalation slower.

- 41** Check Andon lights, digital alerts, board magnets, flags, tags, status screens, or other escalation signals have a clear meaning and expected response.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Workflow visuals should expose delay and overload quickly. Hidden queues and unclear status make bottlenecks harder to manage and escalation slower.

- 42** Record hidden bottlenecks, unclear queue status, missing kanban, exceeded WIP limits, stale Andon signals, or other workflow-visibility gaps.

VISUAL MANAGEMENT

CRITICAL

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Workflow visuals should expose delay and overload quickly. Hidden queues and unclear status make bottlenecks harder to manage and escalation slower.

8. Equipment status, maintenance visuals, inspection status, calibration labels, and abnormal-condition tags

- 43 Verify equipment identification, asset numbers, operating status, maintenance status, ownership, or other relevant information is visible where needed.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Equipment visuals should separate normal, abnormal, due, expired, and out-of-service states clearly enough to prevent accidental use or missed maintenance.

- 44 Check preventive-maintenance dates, inspection status, lubrication points, cleaning checks, service tags, calibration labels, or other equipment controls are current and legible where applicable.**

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Equipment visuals should separate normal, abnormal, due, expired, and out-of-service states clearly enough to prevent accidental use or missed maintenance.

- 45 Confirm out-of-service, under-maintenance, unsafe-to-use, awaiting-parts, test-only, or other abnormal equipment states are clearly identified and controlled.**

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Equipment visuals should separate normal, abnormal, due, expired, and out-of-service states clearly enough to prevent accidental use or missed maintenance.

- 46 Verify operators can distinguish normal from abnormal equipment conditions using gauges, limits, markings, reference photos, indicators, or other visual standards where useful.**

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Equipment visuals should separate normal, abnormal, due, expired, and out-of-service states clearly enough to prevent accidental use or missed maintenance.

- 47 Check temporary repair tags, defect markers, maintenance notes, and status labels include enough information to prevent accidental use or misunderstanding.**

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Equipment visuals should separate normal, abnormal, due, expired, and out-of-service states clearly enough to prevent accidental use or missed maintenance.

- 48 Record missing asset IDs, expired calibration labels, unclear equipment status, outdated maintenance tags, hidden abnormal conditions, or other maintenance-visual gaps.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Equipment visuals should separate normal, abnormal, due, expired, and out-of-service states clearly enough to prevent accidental use or missed maintenance.

9. Quality visuals, defect standards, acceptance criteria, non-conformance status, and customer-specification visibility

- 49** Verify employees can see the relevant quality standard, acceptance criteria, sample, defect reference, specification, limit, or visual comparison needed for the task.

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Quality visuals work best when they show the decision standard. Good-versus-bad examples, defect limits, and status segregation should reduce interpretation at the point of inspection.

- 50** Check good-versus-bad examples, defect boards, color samples, appearance standards, measurement limits, or other quality visuals are current and representative.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Quality visuals work best when they show the decision standard. Good-versus-bad examples, defect limits, and status segregation should reduce interpretation at the point of inspection.

- 51** Confirm non-conforming, rejected, quarantine, hold, rework, concession, or awaiting-inspection material is visually distinguished from accepted product or normal stock.

VISUAL MANAGEMENT

VISUAL / AREA

Enter

STANDARD

Enter

STATUS

Record

● Execution tip: Quality visuals work best when they show the decision standard. Good-versus-bad examples, defect limits, and status segregation should reduce interpretation at the point of inspection.

- 52** Verify quality alerts, customer complaints, repeat defects, critical characteristics, or temporary containment instructions are visible to the people who need them during the required period.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Quality visuals work best when they show the decision standard. Good-versus-bad examples, defect limits, and status segregation should reduce interpretation at the point of inspection.

- 53** Check quality visuals are removed or revised when the product, specification, defect definition, process, or customer requirement changes.

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Quality visuals work best when they show the decision standard. Good-versus-bad examples, defect limits, and status segregation should reduce interpretation at the point of inspection.

- 54** Record outdated defect examples, unclear acceptance criteria, mixed status material, missing hold identification, stale quality alerts, or other quality-visual gaps.

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Quality visuals work best when they show the decision standard. Good-versus-bad examples, defect limits, and status segregation should reduce interpretation at the point of inspection.

10. Standardization, sustainment, evidence, action closure, review rhythm, and final sign-off

- 55 Check visual controls use consistent formats, colors, symbols, naming, placement, ownership, and update methods across similar areas where standardization is useful.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Sustainment depends on ownership and review frequency. Every visual control should have someone responsible for keeping it current, legible, and aligned to the real process.

- 56 Verify boards, signs, labels, floor markings, displays, digital screens, and visual standards are included in routine inspection, cleaning, maintenance, or review activities.**

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Sustainment depends on ownership and review frequency. Every visual control should have someone responsible for keeping it current, legible, and aligned to the real process.

- 57 Capture clear evidence for material findings, including the exact area, missing or incorrect visual, expected standard, current condition, and corrected-state proof where appropriate.**

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Sustainment depends on ownership and review frequency. Every visual control should have someone responsible for keeping it current, legible, and aligned to the real process.

- 58 Assign each failed check to a named area, operations, maintenance, quality, safety, facilities, IT, warehouse, or other owner with priority, due date, and verification requirement.**

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Sustainment depends on ownership and review frequency. Every visual control should have someone responsible for keeping it current, legible, and aligned to the real process.

- 59 Review recurring visual-management failures by control type, area, shift, owner, update frequency, root cause, and overdue action to identify systemic problems.**

VISUAL MANAGEMENT

Clear

Needs action

Gap

N/A

● Execution tip: Sustainment depends on ownership and review frequency. Every visual control should have someone responsible for keeping it current, legible, and aligned to the real process.

- 60 Record the final visual-management status, unresolved critical gaps, open actions, next review date, reviewer, area owner, manager, date, time, and sign-off.**

CRITICAL

VISUAL MANAGEMENT

Clear

Needs action

Critical

PHOTO

Add

● Execution tip: Sustainment depends on ownership and review frequency. Every visual control should have someone responsible for keeping it current, legible, and aligned to the real process.

RUN THIS CHECKLIST DIGITALLY

Make workplace status, standards, risk, and next action easier to see

Use Taqtics to schedule visual-management checks, capture point-of-use evidence, assign update owners, verify corrections, and compare visual-control performance across every area or location.