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AUTOMATION & PROCESS UPGRADE READINESS CHECKLIST

1 Volume & Demand Stability

- Is production volume consistent year-round?
- Are peak demand spikes predictable?
- Is growth projected in the next 12–24 months?
- Are labor shortages affecting throughput?

2 Manual Task Identification

- Are operators manually rotating product?
- Are repetitive push/pull tasks present?
- Are multiple employees required for repositioning?
- Are manual alignment steps slowing production?

3 Cycle Time Variability

- Does output vary significantly by shift?
- Are certain operators significantly faster than others?
- Are delays caused by human pacing instead of equipment?
- Is takt time documented and tracked?

4 Layout Constraints

- Is material flow linear and predictable?
- Are transfer points clearly defined?
- Is there room for modular equipment upgrades?
- Are stations fixed or adjustable?

5 Data & Visibility

- Is downtime logged with root cause?
- Is throughput measured per station?
- Is WIP tracked in real time?
- Are bottlenecks documented or anecdotal?

6 Safety & Labor Pressure

- Are lifting injuries increasing?
- Is overtime required to meet targets?
- Is turnover high in manual handling roles?
- Are ergonomic complaints rising?

7 Financial Justification Signals

- Is downtime cost per hour known?
- Is manual handling labor cost quantified?
- Has ROI been calculated for equipment upgrades?
- Would a 12–18 month payback be acceptable?

8 Executive Alignment

- Is leadership open to capital investment?
- Is there a defined improvement initiative underway?

- Is continuous improvement culture active?
- Are Kaizen or Lean programs in place?

Final Readiness Assessment

If 3 or more of the following are true, upgrade potential is strong:

- Labor dependency is high
- Bottlenecks are recurring
- Downtime is increasing
- Volume is growing
- Safety exposure is rising