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WIP CONTROL & INVENTORY FLOW CHECKLIST

1 WIP Volume Assessment

- How many units are staged between each station?
- Is WIP volume consistent or variable?
- Are staging zones clearly defined?
- Is product stored directly on the floor?
- Does WIP spike at certain times of day?

2 Flow Consistency

- Does material move continuously or in bursts?
- Are upstream stations overproducing?
- Are downstream stations starved for material?
- Is production push-based or pull-based?

3 Space Utilization

- How much square footage is dedicated to staging?
- Are aisles reduced due to overflow WIP?

- Are pallets stacked inefficiently?
- Are temporary staging zones common?

Calculate:

Total sq ft tied to WIP staging: _____

Cost per sq ft annually: _____

4 Handling Frequency

- How many times is product touched before final stage?
- Are products repositioned multiple times unnecessarily?
- Are forklifts moving partially completed units?
- Is manual rotation required between steps?

5 Inventory Visibility

- Is WIP tracked digitally or manually?
- Are location errors common?
- Are missing units delaying production?
- Is FIFO consistently followed?

6 Cash Flow Impact

- Average value of WIP inventory on floor: \$_____
- Average days product sits between stages: _____
- Is capital tied up in excess staging?
- Is slow movement impacting turnover rate?

7 Congestion & Risk

- Does WIP interfere with forklift lanes?
- Are safety risks increased due to overflow staging?
- Are inspection or QA delays increasing WIP?
- Are rework areas contributing to buildup?



Final Diagnostic Questions

- Is WIP accumulation hiding bottlenecks?
- Is excess staging compensating for layout inefficiency?
- Could improved transfer systems reduce touchpoints?
- Would smoother flow reduce floor space usage?