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# WIP CONTROL & INVENTORY FLOW CHECKLIST

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## 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?
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## 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?
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## 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: \_\_\_\_\_

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## **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?
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## **5 Inventory Visibility**

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

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## **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?