

Lean-O-Meter, Summary

R01

Project: _____

LN	Waste - what do not add value to the purpose	Initial	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Waste - duplicate information							
1	Do you use term "Standard Operating Procedure"?	Yes	Select	Select	Select	Select	Select
2	Do you use document numbers?	Some	Select	Select	Select	Select	Select
3	Do procedures contain Revision history?	No	Select	Select	Select	Select	Select
4	Do procedures indicate Previous revision?	Select	Select	Select	Select	Select	Select
5	Do procedures indicate the "Owner"?	Select	Select	Select	Select	Select	Select
6	Does the Purpose statement duplicate the Title?	Select	Select	Select	Select	Select	Select
7	Do procedures contain Responsibilities section?	Select	Select	Select	Select	Select	Select
8	Do procedures contain Document References section ?	Select	Select	Select	Select	Select	Select
9	Do procedures contain Definitions section ?	Select	Select	Select	Select	Select	Select
10	Do procedures mention training requirements?	Select	Select	Select	Select	Select	Select
11	Do procedures refer to retention of records?	Select	Select	Select	Select	Select	Select
12	Do procedures refer to approved suppliers?	Select	Select	Select	Select	Select	Select
13	Do procedures include company name?	Select	Select	Select	Select	Select	Select
14	Do procedures show company logo?	Select	Select	Select	Select	Select	Select
15	Do procedures reference not relevant documents?	Select	Select	Select	Select	Select	Select
16	Do procedures generically reference Standards and Regulation	Select	Select	Select	Select	Select	Select
17	Do your procedures include distribution list?	Select	Select	Select	Select	Select	Select
18	Do your procedures reference to "designees"?	Select	Select	Select	Select	Select	Select
19	If doc. approval electronic, do procedures show approvers?	Select	Select	Select	Select	Select	Select
Waste - quality of writing, appearance, validation							
20	Do you use various procedure formats?	Select	Select	Select	Select	Select	Select
21	Do procedures contain title blocks or non-content graphics?	Select	Select	Select	Select	Select	Select
22	Are your procedures excessively wordy?	Select	Select	Select	Select	Select	Select
23	Is passive voice used in the procedures	Select	Select	Select	Select	Select	Select
24	Are procedures hard to follow?	Select	Select	Select	Select	Select	Select
25	Are your procedures written by memory, not by observation?	Select	Select	Select	Select	Select	Select
26	Do your procedures contain conflicting requirements?	Select	Select	Select	Select	Select	Select
27	Do you have a requirement to validate procedures prior to re	Select	Select	Select	Select	Select	Select
28	Is evidence of validation of procedures documented?	Select	Select	Select	Select	Select	Select
Measurements							
29	Number of management system documents						
30	Number of pages for the above						
31	Word count total, approximate						
32	Number of procedures validated prior to release?						

Lean-O-Meter, Progress R01

Project: _____ Name _____

L/N	Procedure title	Notes, plans
Phase 1		
1	SOP-QA-4.2 Control of Documentation Management Procedure Rev. 11	1 - Procedure templates; 2 - Validation requirement; 3 - Lean Checklist; 4 - No SOPs, no Numbers;
2	SOP-QC-5.6.1 Management Review & Minutes Procedure Rev. 9	
3	SOP-QC 6.4 Control of Work Environment & Controlled Environment Procedure Rev. 8	
4	SOP-DD-7.3 Control of Tool Design and Development Process Procedure Rev. 3	
5	SOP-PU-7.4.1 Control of Purchasing Process Procedure Rev. 7	
Total for the Phase 1		
Phase 2		
1		
2		
3		

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 The user to verify that this hard copy is of the latest revision.