



## MANUFACTURER'S SITE PLANNING CHECKLIST

**When planning the layout of your manufacturing site, you want to be able to get raw materials into the plant and move them through the manufacturing process as efficiently as possible. With this in mind, ask yourself the following questions.**

- Y N Does your receiving area provide easy access to large trucks?
- Y N Is suitable equipment on hand in the receiving area to unload incoming shipments efficiently?
- Y N Do you have enough space to adequately warehouse your raw materials inventory?
- Y N Are your raw materials properly labeled in the warehouse area for easy retrieval?
- Y N Is your warehouse space for raw materials in close proximity to the first station used in the manufacturing process?
- Y N Is there enough space on the manufacturing floor for the necessary equipment so the product can be taken through each step without having to backtrack to other stations on the floor?
- Y N Have you analyzed each station in the manufacturing process to assure equipment is arranged in the most efficient manner?
- Y N Are you maximizing the potential of each station for performing as many tasks as possible in that area without creating a bottleneck?
- Y N Is your finished product warehouse area located near the last station in the manufacturing process?
- Y N Are there proper storage materials and equipment such as floor racks, slip-sheets, and pallets to handle the finished product?
- Y N Is there appropriate materials-handling equipment to move the finished product into storage and out once it is ready to ship?
- Y N Is your shipping area in close proximity to the warehouse area for the finished product?
- Y N Is your shipping area easily accessible to large trucks?