

The search-time check for workshop, warehouse and production



How much time does your business lose to searching, asking around and unnecessary walking? This checklist quickly shows whether your workstations are clearly organised and where simple measures can make processes more efficient.

01

Workstation & organisation

- ☐ Tools have fixed, clearly identifiable places
- ☐ Materials are always stored in the same place
- ☐ Frequently used equipment is within easy reach
- ☐ Missing items are noticed immediately
- ☐ There are no makeshift storage areas

02

Labelling & overview

- ☐ Shelves, storage locations and work areas are clearly labelled
- ☐ Employees find the materials they need without asking
- ☐ New colleagues quickly understand the system
- ☐ Information and instructions are clearly visible
- ☐ Work areas look tidy and well organised

03

Everyday processes

- ☐ There is rarely any need to look for tools or materials
- ☐ Questions such as "Where is ...?" are rare
- ☐ Materials are returned immediately after use
- ☐ Walking and search routes are kept as short as possible
- ☐ Everything stays organised even under time pressure

04

Results:

How much time does your business lose to searching, asking around and unnecessary walking? This checklist quickly shows whether your workstations are clearly organised and where simple measures can make processes more efficient.

► 12 – 15 points

Your workstations are already well organised. Tools, materials and information are easy to find. This creates the right conditions for smooth day-to-day processes.

► 8 – 11 points

Your processes are generally well organised. Clearer labelling, fixed places and easier access can reduce search times further.

► 0 – 7 points

There is clear scope for improvement. Day-to-day searching, questions and interruptions are likely costing time and concentration.



What matters most

How much time does your business lose to searching, asking around and unnecessary walking? This checklist quickly shows whether your workstations are clearly organised and where simple measures can make processes more efficient.

- ▶ Fixed places for tools and materials
- ▶ Order at a glance
- ▶ Clear labelling of shelves, storage locations and work areas
- ▶ Equipment within easy reach for short routes
- ▶ Simple solutions that work even under time pressure

The right solutions for a clearer workplace

- ▶ Workstation systems for structured work areas
- ▶ Perforated panel systems for clearly organised tools
- ▶ Tool trolleys for mobile, readily accessible equipment
- ▶ Tool inserts for fixed places and quick checks
- ▶ Whiteboards & planning boards for clear information
- ▶ Safety signs for orientation and transparency

Discover the right kaiserkraft solutions for greater organisation, clarity and efficiency in the workplace.