

A Checklist to help you identify inefficiencies in your material handling operation

We want to help you identify wastefulness within your material handling operation. This checklist assesses where time, effort, and resources may be lost, helping you pinpoint inefficiencies and take the next steps to improve performance.

Material flow & layout

Objective: Reduce unnecessary movement and improve flow

- Are goods travelling longer distances than necessary?
- Are there frequent bottlenecks in aisles or key areas?
- Is there double-handling of goods?
- You find storage locations are not optimised for fast-moving items?
- Is your layout outdated due to operational changes?

Operator movement & effort

Objective: Reduce unnecessary motion and strain

- Are operators walking long distances between tasks?
- Is manual handling still required where it could be reduced?
- Are repetitive tasks causing fatigue?
- Are your controls and processes causing unnecessary effort due to poor ergonomics?
- Is time being spent searching for equipment or goods?

Waiting & idle time

Objective: Minimise downtime and delays

- Are operators waiting for equipment availability?
- Are trucks idle during parts of the shift?
- Are there delays between process steps?
- Is there congestion at loading or unloading points?
- Are shift changes causing interruptions?

Equipment usage

Ensure the right equipment is used efficiently

- You find your trucks are not matched to the right application?
- Some trucks are underutilised while others are overused?
- Are there frequent maintenance issues?
- Are you using manual trucks where powered equipment could improve efficiency?
- You find your fleet size isn't aligned with demand?

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Processes & standardisation

Objective: Reduce variation and errors

- Are processes inconsistent across shifts?
- Are tasks performed differently by different operators?
- Are errors or rework common?
- You find workflows are not clearly defined and documented?
- You find that training is not standardised?

Energy & sustainability

Objective: Reduce unnecessary motion and strain

- Are trucks left running unnecessarily?
- You find your energy solution isn't aligned with your operation?
- Are charging or refuelling processes inefficient?
- You find you aren't monitoring energy usage?
- Are there missed opportunities to reduce emissions?

Safety & risk

Objective: Reduce incidents and operational risk

- Are there frequent near-misses or minor incidents?
- You find pedestrian and vehicle routes are not clearly defined?
- You find operators are not following best practice consistently?
- You find safety features are not fully utilised?
- Is visibility across the operation limited?

Your results

Total number:

If you answered "YES" to:

0–10: Your operation is performing well, with minor optimisation opportunities

11–20: inefficiencies - improvements could unlock productivity gains

21+: Significant opportunity to reduce waste and improve performance

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