

# Using Labels and Documents to Create Effective Visual Controls

**VISUAL**  
WORKPLACE<sup>®</sup> INC

*You won't GET LEAN...  
until you GET VISUAL!*

Work instructions are a key component of standardized work. They define the process, sequence and tact time for which work is to be completed and repeated. Work instructions prepare a foundation to quickly and safely train new operators. Without work instructions, variation and waste are inevitable. Most importantly, improvements have no baseline and cannot be sustained if there is no standard to measure against.

Visual controls supplement work instructions by reinforcing important tasks at the point of use. They are not only used for our production processes, but are valuable in communicating other standards in our workplace.

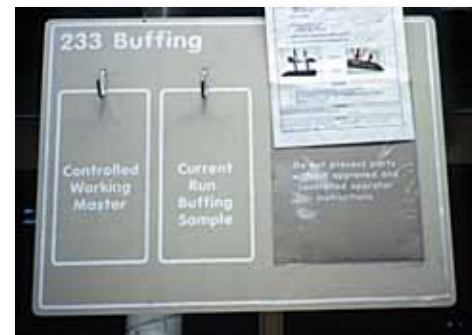
When creating your visual controls, consider using additional reference information, such as labels, directly on the visual.



Clear adhesive sleeves make information easy to maintain. Easily slide labels into sleeves and update as needed. [Rochester 100](#) is a great resource for adhesive holders.

In addition to labels, there are some additional reference materials that you can add to visual controls:

- Checklists
- Photographs
- Flow charts
- Worksheets
- Forms



Don't be afraid to step out of the normal jargon when communicating instructions and reminders. In this example, they used symbols of animals to convey the routes for a material handler. Be creative with your visual controls and you will be surprised at the how you can increase the effectiveness of your messages.

