Key Performance Indicator (KPI) Dashboard Update Log

1.0 Form Objective & Scope

This KPI Dashboard Update Log ensures that all key performance indicators are updated consistently, accurately, and in a timely manner. It supports lean manufacturing by providing real-time visibility into production performance, quality metrics, and continuous improvement initiatives.

This form satisfies the standard for visual management and performance tracking as part of a Lean Production System. It is used to document each update to the KPI dashboard, including the data source, the person responsible, and any anomalies or corrections made.

2.0 Administrative Details

Date of Update: ____________________

Time of Update: ____________________

Department / Work Cell: ____________________

Updated By (Name): ____________________

Reviewer (if applicable): ____________________

3.0 Audit / Evaluation Matrix

☐ Pass ☐ Fail - All KPI data sources are verified and current as of the update time.

☐ Pass ☐ Fail - Production output KPI (units/shift) is updated with the latest shift data.

☐ Pass ☐ Fail - Quality KPI (first-pass yield, defect rate) reflects the most recent inspection results.

☐ Pass ☐ Fail - Downtime KPI (OEE, availability) is updated from the latest machine logs.

☐ Pass ☐ Fail - Safety KPI (incident rate, near misses) is current and includes any new reports.

☐ Pass ☐ Fail - Inventory KPI (turnover, stockouts) is updated from the ERP or WMS.

☐ Pass ☐ Fail - Continuous improvement KPI (kaizen events, suggestions) is updated.

☐ Pass ☐ Fail - Dashboard visual displays (charts, graphs) are clear and legible.

☐ Pass ☐ Fail - Any data discrepancies or missing values are noted and escalated.

☐ Pass ☐ Fail - Update is completed within the scheduled time window (e.g., end of shift, daily).

4.0 Corrective Actions & Development Plan

Identified Data Gap / Anomaly: ____

Root Cause (if known): ____

Corrective Action Taken: ____

Training or Process Improvement Required: ____

Follow-up Date / Responsible Person: ____

5.0 Sign-off & Authorization

Data Updater Signature: __________________________ Date: ____________

Supervisor / Manager Signature: __________________________ Date: ____________

Date of Sign-off: __________________________ Date: ____________