

Company Name: _____

Quality & Production Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

Performance Review Template For Production Staff

1.0 Form Objective & Scope

This Performance Review Template is designed to provide a structured, objective evaluation of production staff performance in a lean manufacturing environment. It aligns with continuous improvement principles by assessing adherence to standard work, quality output, safety practices, and team collaboration. The form serves as a tool for identifying strengths, areas for development, and creating actionable plans to enhance individual and team productivity.

The scope covers all production staff, including operators, assemblers, and technicians. Reviews are conducted quarterly or annually, as per company policy, and are intended to support employee growth and operational excellence.

2.0 Administrative Details

Date of Review: _____

Employee Name: _____

Employee ID / Badge Number: _____

Department / Work Cell: _____

Job Title / Role: _____

Reviewer Name (Supervisor / Manager): _____

Review Period (e.g., Q1 2026, Annual 2025): _____

Type of Review (e.g., Quarterly, Annual, Probationary): _____

3.0 Audit / Evaluation Matrix

☐ Pass ☐ Fail - Adherence to Standard Work: Operator consistently follows documented standard work instructions without deviation.

☐ Pass ☐ Fail - Quality Output: Defect rate is within acceptable limits (e.g., <1% rework/scrap) and demonstrates attention to detail.

☐ Pass ☐ Fail - Productivity & Efficiency: Meets or exceeds target cycle times and output goals without compromising quality.

☐ Pass ☐ Fail - Safety Compliance: Wears required PPE, follows lockout/tagout procedures, and reports hazards immediately.

☐ Pass ☐ Fail - 5S & Workplace Organization: Maintains a clean, organized workstation; tools and materials are stored correctly.

☐ Pass ☐ Fail - Problem-Solving & Kaizen: Actively participates in continuous improvement activities and suggests process improvements.

- ☐ Pass ☐ Fail - Teamwork & Communication: Collaborates effectively with team members and communicates issues or delays promptly.
- ☐ Pass ☐ Fail - Attendance & Punctuality: Meets attendance standards and arrives on time for shifts and meetings.
- ☐ Pass ☐ Fail - Flexibility & Cross-Training: Willing to learn new tasks or cover for absent team members as needed.
- ☐ Pass ☐ Fail - Equipment Care: Operates machinery properly and performs basic preventive maintenance checks.

4.0 Corrective Actions & Development Plan

Identified Performance Gap / Area for Improvement: _____

Root Cause Analysis (e.g., lack of training, unclear instructions, personal factors):

Action Plan / Countermeasure (e.g., additional training, mentoring, process change):

Target Completion Date: _____

Resources Required (e.g., training materials, supervisor time, equipment):

Follow-Up Date & Status (e.g., completed, in progress, not started): _____

5.0 Sign-off & Authorization

Employee Signature: _____ Date: _____

Employee Date: _____ Date: _____

Reviewer Signature: _____ Date: _____

Reviewer Date: _____ Date: _____

Manager / HR Signature (if applicable): _____ Date: _____

Manager / HR Date: _____ Date: _____

Regulatory Disclaimer: This document is a generic quality and continuous improvement form. The end-user assumes all liability for validating all parameters against organizational standards before implementation.