
Visual Management Board Maintenance Standard Operating Procedure

1.0 Objective & Quality Standard

The objective of this procedure is to ensure that all visual management boards in the production area are maintained in a clean, organized, and accurate state to support real-time production tracking, problem identification, and continuous improvement activities. The quality standard requires that all information displayed is current (no data older than the current shift), all magnets and markers are present and functional, and the board is free of dust, smudges, or damage. Any deviation from this standard must be corrected immediately or escalated.

2.0 Required Tools & Gauges

- Clean, lint-free microfiber cloth
- Whiteboard cleaner or isopropyl alcohol (70%) in a spray bottle
- Dry-erase markers (black, red, blue, green) – fine tip
- Dry-erase eraser
- Magnetic status indicators (green, yellow, red) – 10mm diameter minimum
- Replacement magnets (as needed)
- Digital camera or smartphone for documentation (if required)
- Visual management board audit checklist (printed or digital)

3.0 Safety & Material Handling

- Wear clean, non-linting gloves when handling markers and magnets to prevent smudging or contamination.
- Ensure the work area around the board is clear of obstructions to prevent tripping hazards.
- Use only approved cleaning agents (whiteboard cleaner or isopropyl alcohol) to avoid damaging the board surface.
- Do not spray cleaner directly onto the board; spray onto the cloth first to prevent liquid ingress into seams.
- Handle magnets carefully to avoid pinching fingers.

4.0 Step-by-Step Procedure

1. Approach the visual management board and visually inspect the overall condition for dust, smudges, or damage.
2. Remove all loose items (loose papers, extra magnets, personal items) from the board surface and place them in a designated holding area.
3. Spray a small amount of whiteboard cleaner or isopropyl alcohol onto the microfiber cloth. Do not oversaturate.
4. Wipe the entire board surface in a top-to-bottom, left-to-right motion to remove all marker residue, dust, and smudges.
5. Allow the board to air dry completely for 30 seconds.
6. Inspect all dry-erase markers: confirm each color (black, red, blue, green) has sufficient ink and a functional tip. Replace any that are dry or damaged.

7. Check all magnetic status indicators: ensure green, yellow, and red magnets are present and not cracked or demagnetized. Replace any missing or defective magnets.
8. Verify that all displayed information (production counts, quality metrics, safety notices) is current to the current shift. Remove or update any outdated data.
9. Using the dry-erase markers, update any required fields (e.g., date, shift, target vs. actual production) with the correct, legible information.
10. Place the magnetic status indicators in the correct positions according to the current production status (green = on target, yellow = at risk, red = behind).
11. Return all tools (markers, eraser, cloth, spare magnets) to their designated storage location on or near the board.
12. Complete the visual management board audit checklist, noting any issues found and actions taken. Sign and date the checklist.

5.0 Verification & Defect Reporting

1. After completing the maintenance, perform a final visual inspection to ensure the board is clean, all information is accurate, and all tools are stored.
2. If any defect is identified (e.g., damaged board surface, missing magnets, illegible writing), immediately red-tag the board using a red status indicator and notify the shift supervisor.
3. For minor defects (e.g., smudge, low ink), correct them immediately using the available tools.
4. Log all defects and corrective actions in the ShopDocs QA module for root cause analysis and trend tracking.
5. If the board is deemed unusable due to damage, escalate to the maintenance department for repair or replacement within 24 hours.

Regulatory Disclaimer: This document is a generic quality assurance template. The end-user assumes all liability for validating all dimensional tolerances, testing procedures, and engineering specifications against actual production requirements before deployment.