

25 Lean Tools: Quick Reference

What each tool does and what to use it for.

#	TOOL	WHAT IT DOES	USE IT TO
1	Value stream mapping	Maps the flow of materials and information from order to delivery	Find waste and bottlenecks
2	5S	Sort, set in order, shine, standardize and sustain the workplace	Organize the work area
3	Kaizen	Small, continuous improvements made by everyone	Build an improvement habit
4	Six Sigma	Uses statistics to find and remove the causes of defects	Cut defects and variation
5	Kanban	Visual cards that signal when to make or move more	Control flow and inventory
6	Root cause analysis	Traces a problem to its underlying cause	Stop problems recurring
7	Total productive maintenance	Company-wide approach to keeping equipment running	Cut breakdowns and small stops
8	Poka-yoke	Builds mistake-proofing into the process	Prevent defects at the source
9	Standardized work	Documents the best-known method for each task	Make results repeatable
10	Heijunka	Levels production by volume and product mix	Smooth demand swings
11	SMED	Cuts the time equipment takes to change over	Run smaller batches
12	Gemba walk	Leaders observe the work where it happens	See waste first-hand
13	Visual management	Signs, colour coding and displays	Make status obvious at a glance
14	Just-in-time	Makes only what is needed, when it is needed	Reduce inventory
15	Cellular manufacturing	Groups equipment into cells by product family	Cut handling and travel
16	Takt time	Sets the production pace from customer demand	Match output to demand
17	OEE	Combines availability, performance and quality	Measure equipment effectiveness
18	PDCA	Plan, do, check, act: a cycle for testing changes	Test and verify improvements
19	Andon	Lights or boards that signal a problem as it happens	Surface problems in real time
20	Bottleneck analysis	Finds the step that limits overall output	Raise throughput
21	Continuous flow	Moves work one unit at a time without stops	Cut work in process
22	Value analysis / value engineering	Improves function relative to cost	Raise product value
23	Hoshin Kanri	Aligns goals at every level with the strategy	Deploy strategy
24	A3 problem solving	Structured problem solving on a single sheet	Document and align on a fix
25	Total quality management	Company-wide approach to quality	Embed quality in every function