

**1. Select the answer that best reflects the content presented in the Lean for Dummies book.**

	True	False
Once you have developed standardized work, you should not change it.	<input type="radio"/>	<input checked="" type="radio"/>
An andon is a signal that informs you when a process or product is in jeopardy of failure.	<input checked="" type="radio"/>	<input type="radio"/>
Pareto charts help you identify the significant few influences.	<input checked="" type="radio"/>	<input type="radio"/>
Kaizen should happen only at kaizen events.	<input type="radio"/>	<input checked="" type="radio"/>
You should aim to adjust your standards to human ease and effectiveness rather than machine efficiency.	<input checked="" type="radio"/>	<input type="radio"/>

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**2. The best people to define standardized work are:**

- Policy and procedure specialists
- The people who actually do the work
- Executive leadership

**3. Standardized work instructions should be conveyed as:**

- Paper instruction sheets
- Instructions on a computer screen
- Printed signs
- Any precise, understandable, and measurable method that can be understood by the individuals following the work

**4. The purpose of visual management is to display:**

- Which specific employees are causing problems
- What is happening and whether things are running according to plan or not
- Marketing devices for impressing customers

**5. When seeking the root cause of an issue or problem, you should ask “why”:**

- One time
- Five times
- As many times as it takes to find the real root cause

**6. Cross-training charts can tell you:**

- Who can fill in when other staff are absent
- Who is the most expert of the team
- When untrained employee are performing operations
- Where the team is weak
- All of the above