STANDARD OPERATIONS

Standard Work and Operations

Standardised work is one of the most powerful but least used lean tools. By documenting the current best practice on standardised data sheet the baseline for kaizen or continuous improvement can be documented and improved. As these standards are improved, the new standard becomes the new baseline for further improvements and so the process continues. Improving standardised work is a continual never-ending process.

In the main, standardised work consists of three elements:

- Takt time, which is the rate at which products must be made in a process to meet customer demand.
- The precise work sequence in which an operator performs tasks within takt time.
- The standard inventory, including units in machines, required to keep the process operating smoothly.

Establishing standardised work relies on collecting and recording process data on data sheets. These data sheets are used to design the process and to make improvements within the process and related job role.

In this workshop, delegates will learn how to use these data sheets and why it will be difficult to make your lean implementations 'permanent' without standardised work.

The benefits of implementing standardised work patterns include documentation of the current process, reductions in variability, easier training of new operators, reductions in injuries and strain and producing a baseline for improvement activities. Standardising work patterns adds discipline to the company culture, an element that is frequently neglected but essential for lean to take root. Standardised work is also a learning tool that supports audits, promotes problem solving and involves team members in developing poka-yoke systems (error proofing).

Who Should Attend

Those who would benefit from this workshop include:

- Operators (by understanding the importance of following standardised work rigorously and how they can make improvements through kaizen events.)
- Line supervisors (by learning how to observe people's cycle times, movements, and process steps)
- Engineers and lean leaders (by understanding how to introduce, support, and teach standardisation)
- Managers (by understanding how to audit for adherence)

Course duration:

Workshop - 4 to 5 Hours.

Maximum number of delegates: Eight (8) per session.