

STANDARD WORK

Does the operational performance in your facility vary from day to day? Are you always in a state of expediting because production is behind schedule? Would you rate the quality of the product as consistently excellent? Are all operators following the safest and most productive manufacturing methods? Do you know the proper skills and knowledge base required for each operation?

Standard Work will improve all of these conditions. Learn to develop the basic Standard Work Method, a document which describes the safest, best known method for performing any task, today. The Standard Work Breakdown is a consensus by the best operators of the best methods used, and becomes the tool for teaching the operation to new employees, and the foundation for new process improvements.

Expected workplace improvements include reduced inventories, reduced overproduction, better machine utilization, and improved information flow.

Outline of Lessons

Section 1

Simulation of a typical activity which requires outstanding skills and talent to produce a quality part. The participants see the difficulty in trying to learn a job from verbal instructions vs standard work and observe how Standard Work eliminates variation from a process, to stabilize throughput and quality.

Section 2

Learn the steps for observing and documenting Standard Work. See firsthand the standard techniques for documenting the best known method for producing a quality part. Observe how to gain consensus among operators to ensure the safest and best methods are documented. This exercise will be the foundation for all future improvements to the process.

Section 3

Understand the value of Leader Standard Work. Create a draft of individual Leader Standard Work to use as a starting point for improving daily activities.

Deliverables to Client

At the conclusion of this phase of our engagement, the company will have received the following:

Management:

- Achieved Standard Work by creating a team to document the present best known methods.
- Assessed each worker activity for potential hazards and appropriate Personal Protective Equipment.
- Determined the quality requirement at each process step.
- Evaluated the experience and skills required for each process step.

Technical:

- Established the realistic time required for performing each process step.
- Balanced the workforce to facilitate process flow.
- Established manageable target product lead times.
- A facility layout for efficient product flow, rather than double-handling.

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