

Leader Standard Work Matrix

Tasks Category	Team Leader	Supervisor	Operations Team or Plant Manager*
Tier 1	Lead	Attend 1 per day (rotate through areas responsible for)	
Tier 2	Attend	Lead	
Tier 3		Attend	Lead
Plant Board			Attend
Standard Work	<ul style="list-style-type: none"> Daily Audit Update as necessary 	<ul style="list-style-type: none"> Verify visual system up to date Audit 1 per week per area Verify standard work revision is current 	1 per week
Process Performance	Observe for abnormal - follow escalation Monitor: <ul style="list-style-type: none"> Hour by Hour boards PM completion 5S Product quality (incoming and outgoing) Frequently throughout the day	Observe for abnormal - follow escalation <ul style="list-style-type: none"> Audit logs Monitor 5S/PM Monitor hour by hour boards Daily KPI team board audit Minimum: start/End of shift	During Gemba: <ul style="list-style-type: none"> Review corrective actions / plans for top issues Discuss team board problem solving process Review training matrix and ensure plans in place Pay attention to lean waste and review plans
Gemba Walk	w/ Supervisor	<ul style="list-style-type: none"> 1 daily with team leaders 1 per week per area with Ops Mgr 	1 per week per area
Continuous Improvement	Kaizen on the line: <ul style="list-style-type: none"> solve a problem complete item from team board 	<ul style="list-style-type: none"> Follow up on member ideas CI coaching Support/lead mfg initiatives 	<ul style="list-style-type: none"> Lead strategic initiatives Lead operations CI project
Training	<ul style="list-style-type: none"> train new member maintain training matrix learn a job on the line 	<ul style="list-style-type: none"> Ensure proper training and document upkeep 	<ul style="list-style-type: none"> Support /provide training
Safety	<ul style="list-style-type: none"> Daily 2-5 minute safety discussion Safety Audit 	<ul style="list-style-type: none"> Daily 2-5 minute safety discussion Safety Audit 	<ul style="list-style-type: none"> Daily 2-5 minute safety discussion Safety Audit
LSW Review		Review Team Leader	Review Supervisor
HR	Notify team of OT	<ul style="list-style-type: none"> Staffing Assess member performance Promotion/disciplinary action 	<ul style="list-style-type: none"> Assist supervisor as required Hr activities for direct reports as required