




STANDARD WORK

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ADAMS
CONSULTING

LEAN
SOLUTIONS



ONE OF FOUR

RULES OF TOYOTA

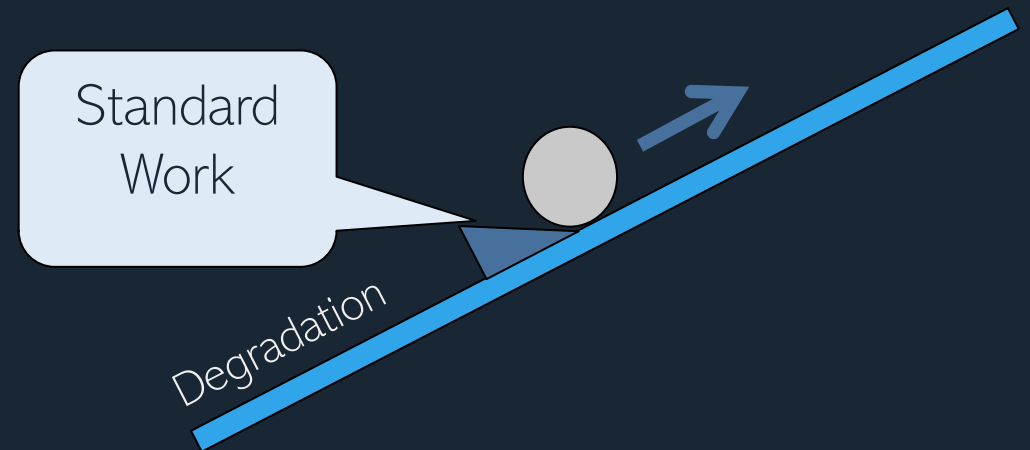
All work shall be highly specified as to content, sequence, timing and outcome.

WHAT IS STANDARD WORK


- Detailed work sequence of the operator
- Provides a routine for consistency of an operation
- Details the best process we currently know
- Is the basis for improvement by defining the normal

WHY STANDARD WORK?

- Prevents backsliding
- Makes problems obvious
- Removes ambiguity
- Makes managing schedules/resources easier
- Agree to work together/agree to change together



STANDARD WORK DOCUMENT

Work Instructions									
 PATRICK ADAMS CONSULTING	NO.	REV.	Part Number	Part Name	Quantity / Shift	Takt Time	Date	Completed By	Approved By
No.	Work Element			<u>Layout / Pictures</u>					
1									
2									
3									
4									
5									
6									
7									
8									
9									



STANDARD WORK

AUDIT PURPOSE


- Check understanding of the standard
- Discover individual difficulties
 - Did lack of training lead to the problem
 - Kaizen: to take away difficulty
- Identify waste in process

Standard Work audits are NOT meant to be punitive



WHY AUDIT STANDARD WORK?

- Go to Gemba
- Establish standards if not in place
- Kaizen day after day, even the small things
- Kaizen creates basis for larger change
- Developing people
- Encourage team work

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STANDARD WORK

AUDIT AGENDA

- ✓ Member trained & documented?
- ✓ Work area layout correct?
- ✓ Work in progress within allowance?
- ✓ Step sequence followed?
- ✓ Within time?
- ✓ Results discussed with member?



What to do if someone is not following the standard?

ASK WHY

They're not following the standard




RESPOND TO

The reason they indicate



STANDARD




WORK SUMMARY

-  Every facility must implement and maintain Standard Work
-  Applying Standard Work demonstrates how methods to improve quality, increase operational speed, and reduce costs are all interconnected
-  Standardized Work establishes the foundation for all productivity, quality, safety, and cost improvements of the future



STANDARD

WORK SUMMARY

-  Standard Work - The BEST combination of people and machines (assets) while using the minimum amount of materials, equipment and space
-  We need to test out possible improvements by changing only one thing at a time.
-  Standard work should be developed by those who perform the tasks. The operators that do the work are most likely to know how to do it well and are the experts.





QUESTIONS?



CONTACT PATRICK ADAMS



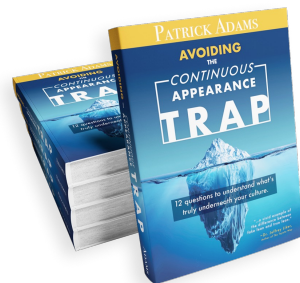
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