

Standardised Work & Process Control Planning



Standardised Work concentrates on the most efficient, humanised sequence for each process, using synchronous production speeds, flowing work sequence design and standard work in process stocks. It is the foundation stone, providing a solid base to build the never ending continuous improvement house of LEAN.

Standardised operations are the backbone of continuous improvement (Kaizen) systems, yet we continue to overlook this LEAN technique. Put simply, standardised work is the documentation and application of good work (your best practices) from a process by process perspective. Standardised processes provide companies with a stable basis from which to measure continuous improvement. This is the minimum standard of work from which you can start continuous improvement (Kaizen) activity.

A **standard operating procedure** is a set of instructions that provide direction covering those features of processes that lend themselves to a definite or standardised approach for optimisation and consistency of output. These work procedures are completed by committed cross functional work teams and encourages contribution of experience, knowledge, accuracy and ideas for constant improvement. Well-written standardised work procedures provide direction, improve communication, improve efficiency, improve safety, improve quality, improve capacity, reduce training time, and improve work consistency. The SOP development process is an excellent way for managers, workers, and technical advisers to cooperate for everyone's benefit.

This workshop should be attended by

Key operators, line supervisors, engineers, quality, safety, lean leaders, business improvement steering committees, implementation project leaders and section managers.



Participants will learn about:

- The foundation stone of Lean – Work Standardisation
- The principles behind Standardised Good Work
- Takt & Pitch standards.
- Work Sequence standards
- Inventory Level Standards
- Continuous Improvement (Kaizen) & Standardised Work (SW)
- The connection between SW and Process Control Planning (PCP)
- The connection between SW, PCP and 5S
- How to Process Control Plan
- How to Standardise Work
- Team ownership

Benefits of Standardised work.

The benefits of standardised work include the work instructions of current processes themselves covering all processes, all employees and all shifts therefore reducing variation, making training much easier. The features of standardising includes safe systems of work, quality assurance and control, the movement of employee process elements to organisational documented process elements, providing the benchmark or baseline for all future improvement. A standardised work approach is a disciplined approach, an essential foundation for LEAN to take root.

This Workshop

Like all of our workshops this is a hands on, learning by doing workshop designed to prepare participants for developing standardised work procedures and

process control plans. The workshop encourages the application via the work based project, participants presenting their projects, lessons learnt through the application and joint review of issues and areas for improvement.

Day 1 (Full day)

- Lean Thinking Principles and Practices
- The basic concepts and examples of standardised work
- What is work Standardisation?
- What is Standardised work?
- Takt & Pitch Standardising
- Work sequence standardising
- Standardising WIP stock
- Workplace project discussion & assignment

Day 2 (Late afternoon 3 hour session)

- Presentation, discussion and review of workplace projects
- Standardised work documents and process
- Methods of Standardisation

What we supply

- Full set of workshop notes
- Light refreshments and lunch daily