

The Visual Workplace

Visual Controls

Visual Information



- Standards** methods, quality, maintenance, material location & quantities.
- Targets** attendance, quality, productivity, cost, uptime & delivery time
- Monitoring** progress towards targets.
- Problems** visual & audible - live or recurring
- Defects** visual & audible e.g. quality care points

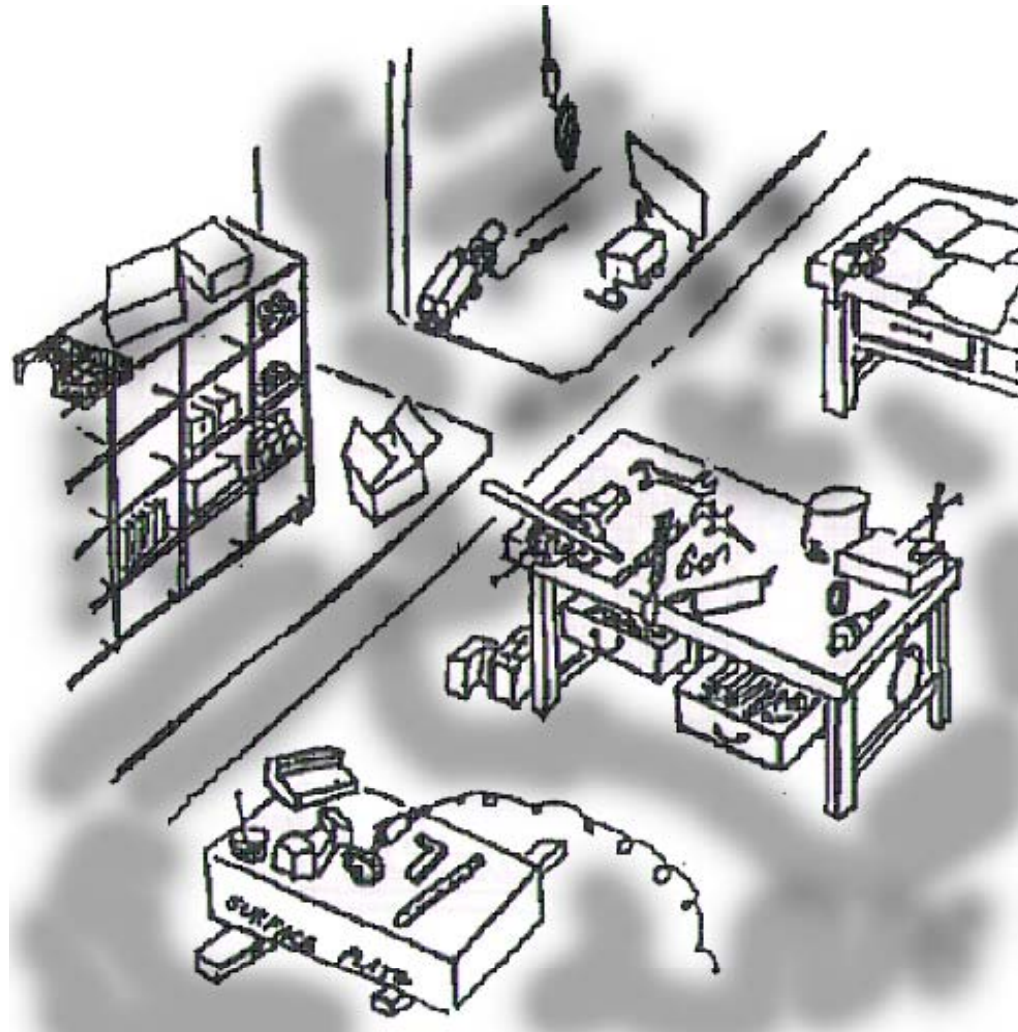


Information must be highly visible and used to take action when necessary by everybody

Label everything so others know what they are

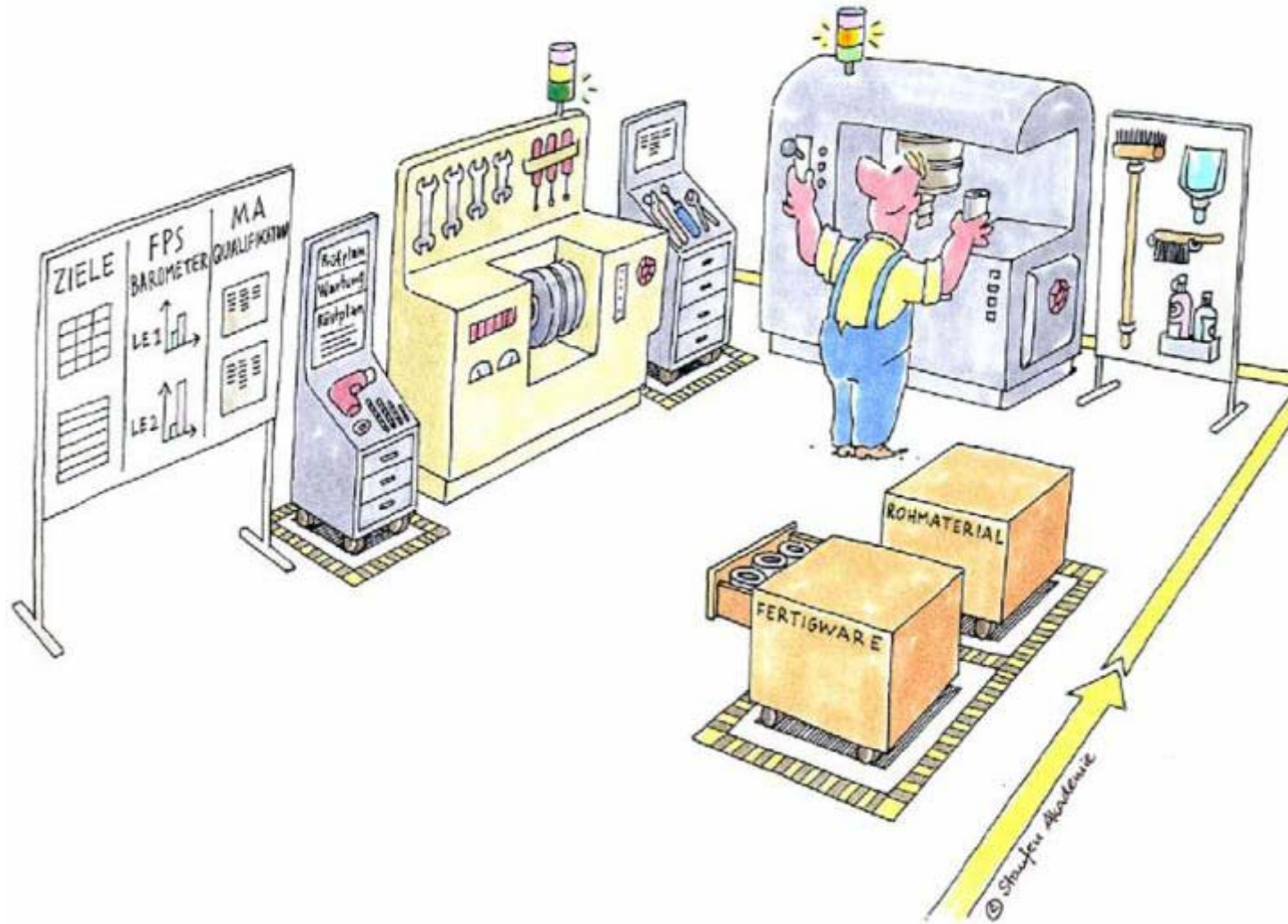


Dirty & Untidy Workplace

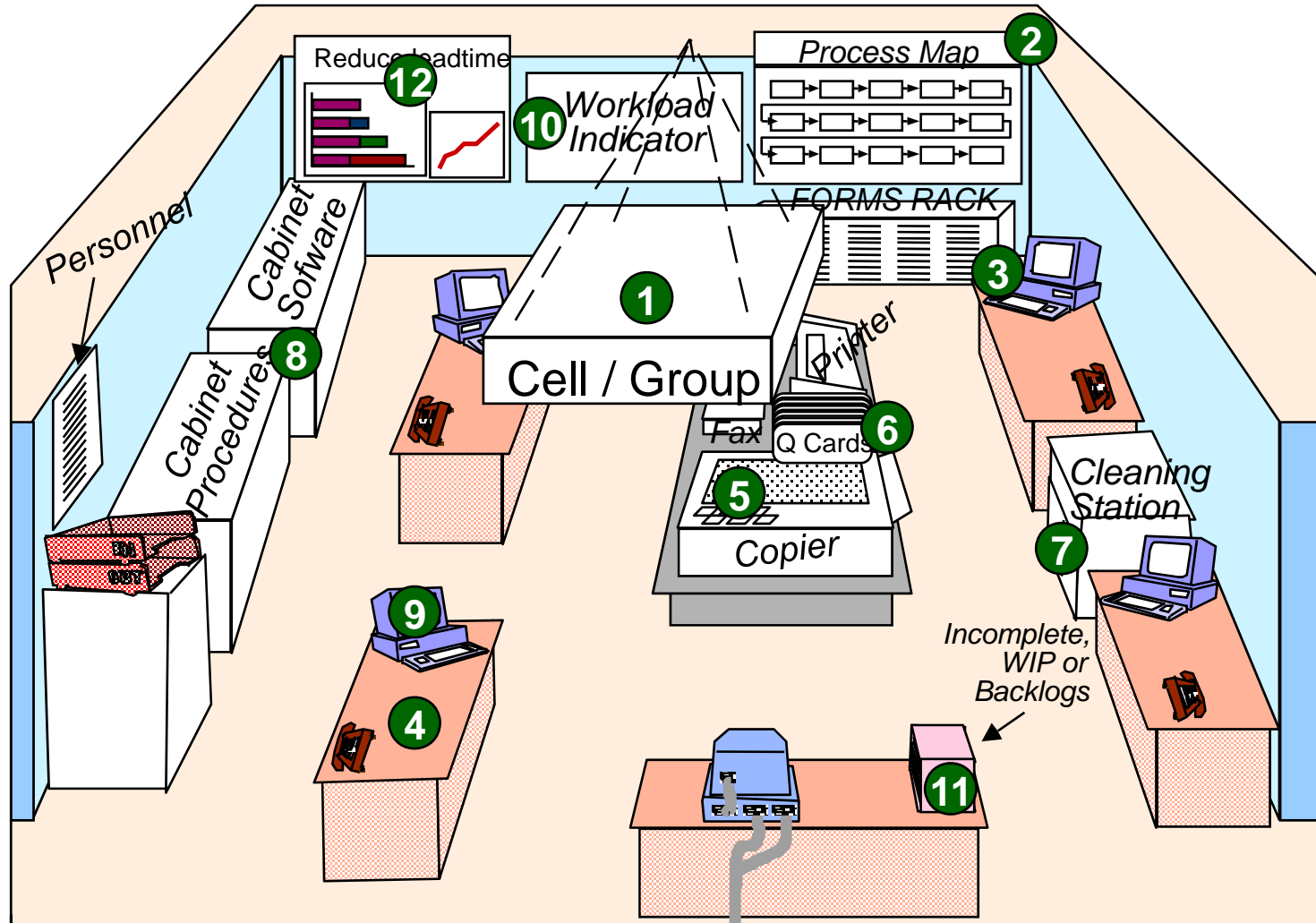


Visual workplace

A Cleaner and more Organised Workplace

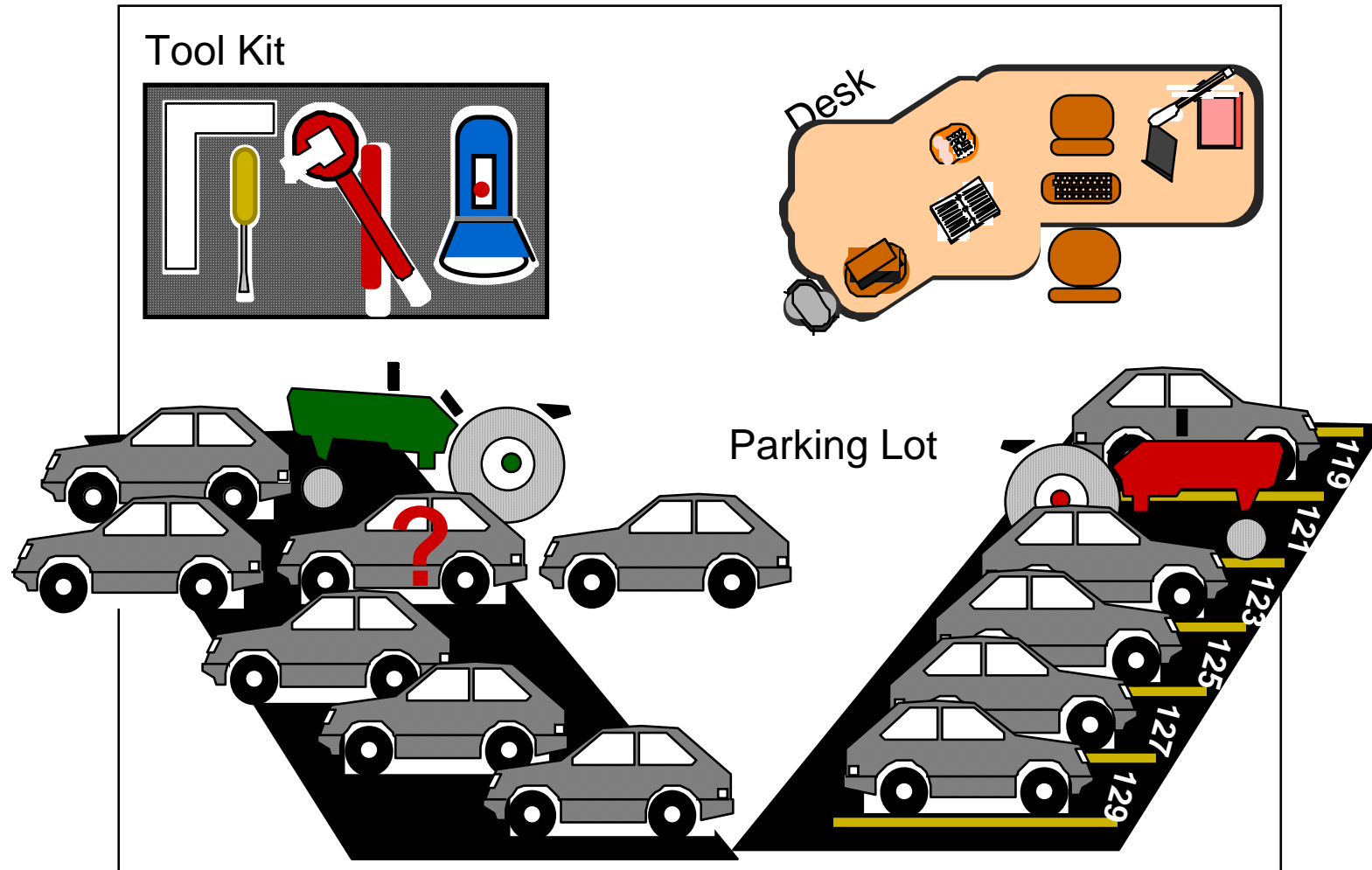


The Visual Office

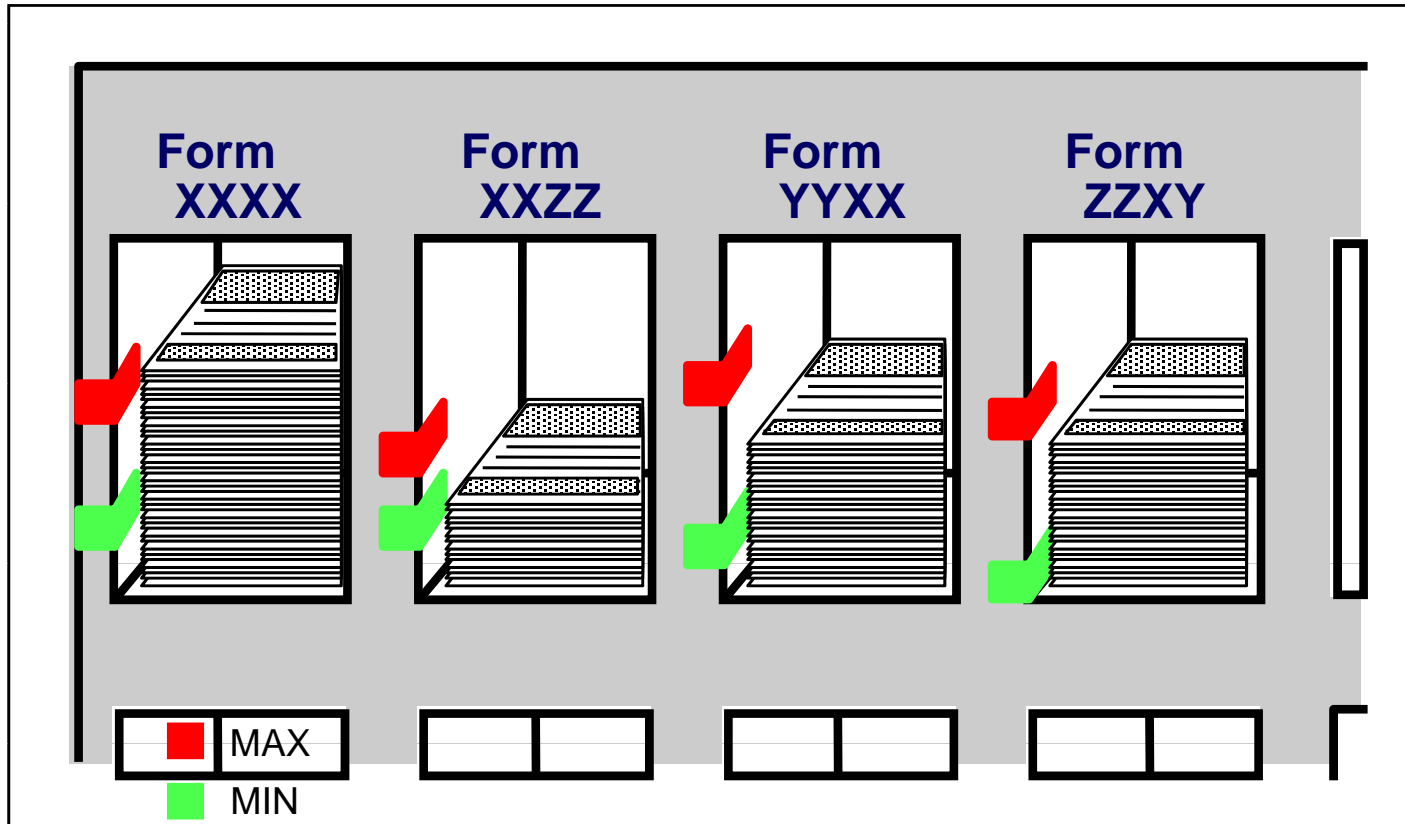


Visual workplace

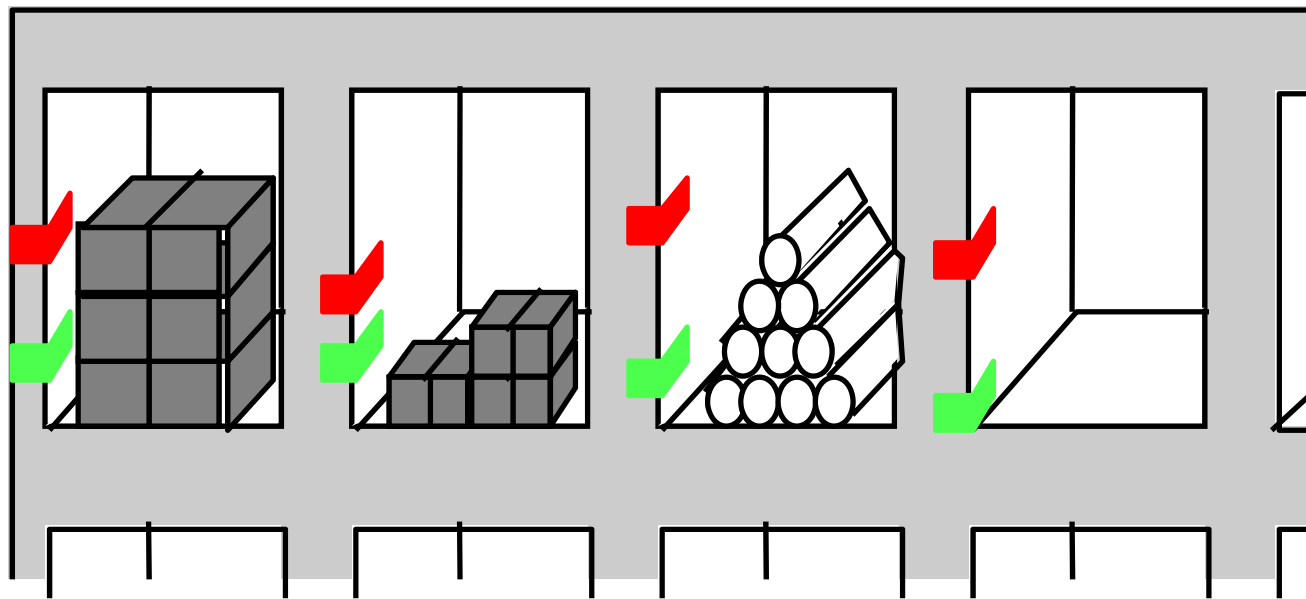
Organisation = Efficiency



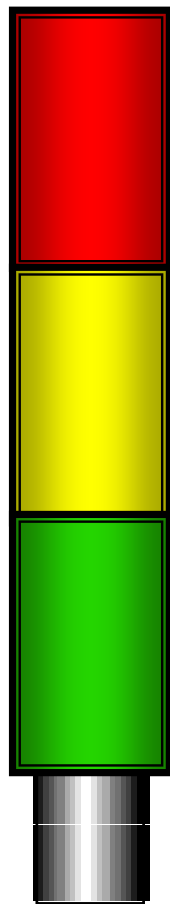
Visual Control: Forms



Visual Control: Materials



Andon Light Standards



Permanent

WORKSTATION STOPPAGE

**CALL FOR - SET-UP MAN
- SENIOR**

WORKSTATION IN OPERATION

Blinking (Optional)

EQUIPMENT BREAKDOWN








**INSPECTOR /
QUALITY REPRESENTATIVE**

WORKSTATION IN SET-UP

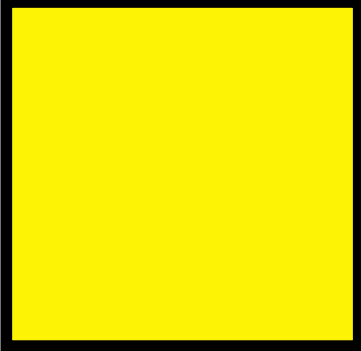
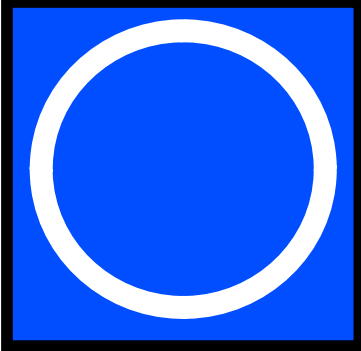

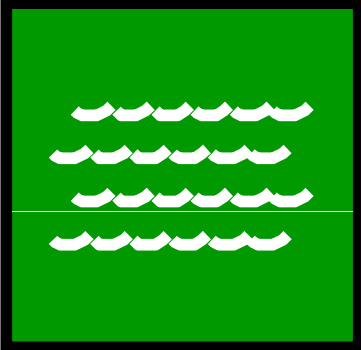
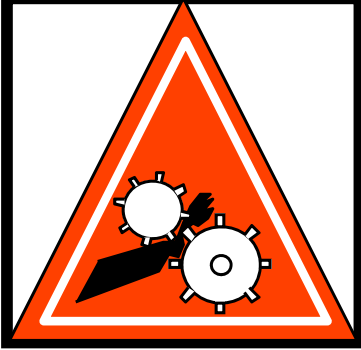
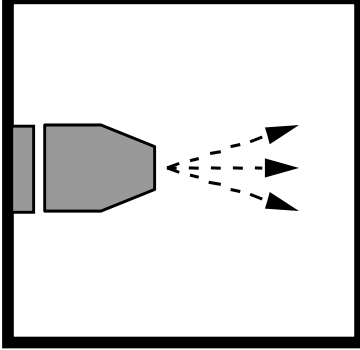
NOTES:

- *The position of the lights are also a standard*
- *No light means lack of scheduled work*

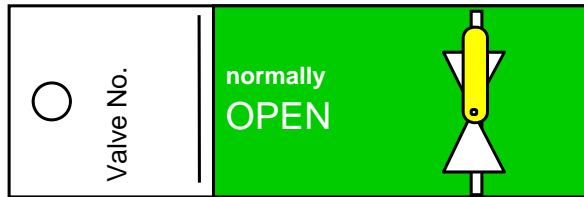
Floor Marking Standards

	Colour	Specification
	Red	Hazardous waste
	Yellow	Gangways and walkways
	Blue	Material receiving buffer stock
	Green	In process material
	White	Material to be moved
	Yellow & Black	Waste & reject material
	Red & White	Non-conforming material

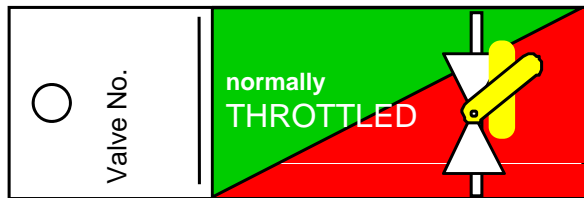
Implement standards

		
HYDRAULIC	LUBRICATION	GREASE
		
WATER	DANGER	PNEUMATIC

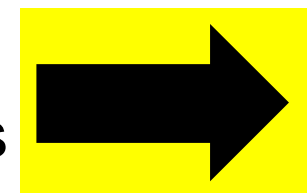
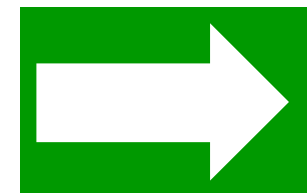
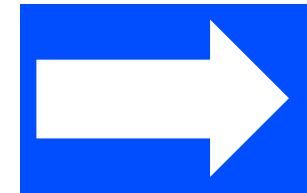
A few standards ...



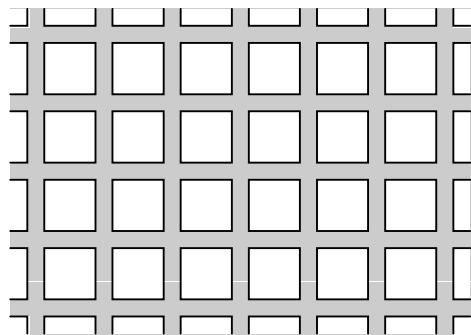
Normal position of a valve



Filter installed with a Velcro band

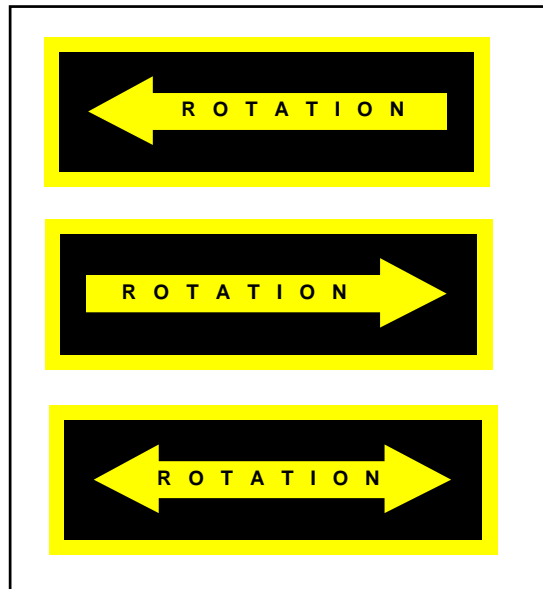


Self sticking arrows



Anti-skid floor covering

A few standards ...



Normal motor rotation



Gear - Risk of injury

Standard signage

Example : Skills matrix

	ELECTRO MECHANICAL SPECIALISTS													
Work Station #'S	4101	4102 4103	4104	4105	4106	4107	4108	4109	4116	4116	4118	4111	Mat'l Handling	Tie Wrap
Work Description	Stuff Channel	Stuff Top Shelf	20 GA Harness	14,16, 18 GA Harness	18/20 Harness	18 GA Asb. Harness	PC Brd Harness	Heavy Wire	Paint	Silk- Screen	Pack Out	Tap	Licenced	
Dorothy H.	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Ellen B.				●									●	
Pat M.	●	●	●			●					◐			
LeRoy W.	◐					◐				●				
Steve H.												◐	●	
Bill B.					◐			●						
Lawrence D.									●	●				
Diane M.				◐	◐	◐								
Rhea F.							●							
Glenda M.		◐	◐											●

Legend :				
	Knows Basics	Can Do With Help	Can Do Without Help	Can Teach Someone Else

