Continuous Improvement Toolkit

Standard Work


Managing Risk
PDPC
FMEA
RAID Logs
Fault Tree Analysis
Risk Assessment*
Traffic Light Assessment
Deciding & Selecting
Pros and Cons
Importance-Urgency Mapping
Break-even Analysis
Cost -Benefit Analysis
Force Field Analysis
Voting
Pugh Matrix
Decision Tree
TPN Analysis
QFD
Matrix Diagram
Kano Analysis
Prioritization Matrix
Critical-to Tree
Paired Comparison
Planning & Project Management*
RACI Matrix
Stakeholders Analysis
PEST
PERT/CPM
Activity Diagram
SWOT
Roadmaps
Project Charter
Gantt Chart
PDCA
Control Planning
Gap Analysis
Hoshin Kanri
Kaizen
How-How Diagram
Tree Diagram**
Standard work
Lean Measures
KPIs
OEE
Capability Indices
MSA
RTY
Descriptive Statistics
Cost of Quality
Reliability Analysis
Cause & Effect Matrix
Pareto Analysis
Understanding Cause & Effect
Confidence Intervals
Probability Distributions
ANOVA
Graphical Analysis
Hypothesis Testing
Design of Experiments
Scatter Plot
Correlation
Regression
5 Whys
Chi-Square Test
Multi-Vari Charts
Relations Mapping*
Identifying & Implementing Solutions***
Simulation
TPM
Mistake Proofing
Pull Systems
JIT
Ergonomics
Work Balancing
Automation
Bottleneck Analysis
Visual Management
Flow
Value Analysis
5S
Understanding Performance
Run Charts
Control Charts
Benchmarking
Sampling
Fishbone Diagram
TRIZ***
Brainstorming
Analogy
SCAMPER***
Nominal Group Technique
Mind Mapping*
Affinity Diagram
Attribute Analysis
Lateral Thinking
Visioning
Creating Ideas**
Wastes Analysis
SMED
Time Value Map
Process Redesign
IDEF0
Value Stream Mapping
SIPOC
Flow Process Chart
Process Mapping
Flowcharting
Service Blueprints
Designing & Analyzing Processes
Data Collection
Focus groups
Interviews
Photography
Check Sheets
Measles Charts
Surveys
Critical Incident Technique
Observations

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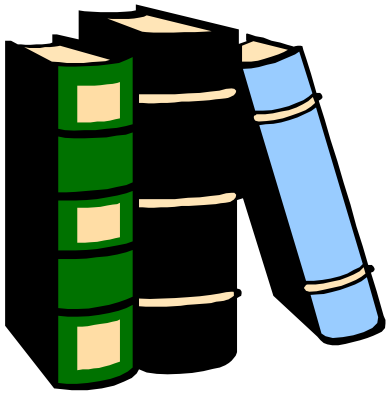
- Successful solutions must be **standardized** in order to remain effective over the long term.
- Standardized processes is ensuring that solutions have been embedded into the organization methods and procedures.
- Standardizing **components** and **work methods** help achieving higher productivity.
- A standardized process provides more consistent results since the variation is reduced (by ensuring the work is always done the same way).

- Standard Work

Standard Work:

- A sequence of operations that must be followed to perform the most efficient and highest quality process.
- The purpose is to carry out the operations correctly and always in the same manner.
- It ensures that the process is performed:
  - Consistently.
  - In the best possible way.
- It should be available at the place.



Standard work is standard routines, procedures and practices

- Standard Work

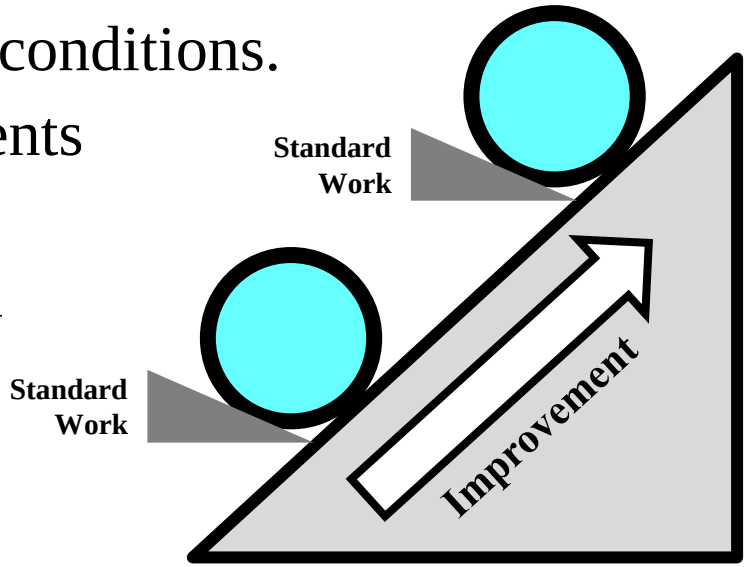
SOP:

- A document which ensures that everything we do is done by everyone in the same way.
- It describes the procedure to be followed in a process.
- It must be distributed to the people involved in the particular process.
- A good practice is to display SOPs in the work areas.
- **The purpose of an SOP is to ensure:**
  - That operations are performed correctly.
  - That operations are always performed in the same way.
  - That operations are performed in the best possible way.

- Standard Work

Benefits of Standard Work:

- Provide basic knowledge for operators and managers on the job.
- Reduce the chances for unintended variation.
- Provide a basis for training new people.
- Provide a trail for tracing problems.
- Give direction in the case of unusual conditions.
- A method based on quality requirements ensures high quality.
- Safety ensured through repetitive and consistent steps.
- Productivity improved by smooth operations sequence.



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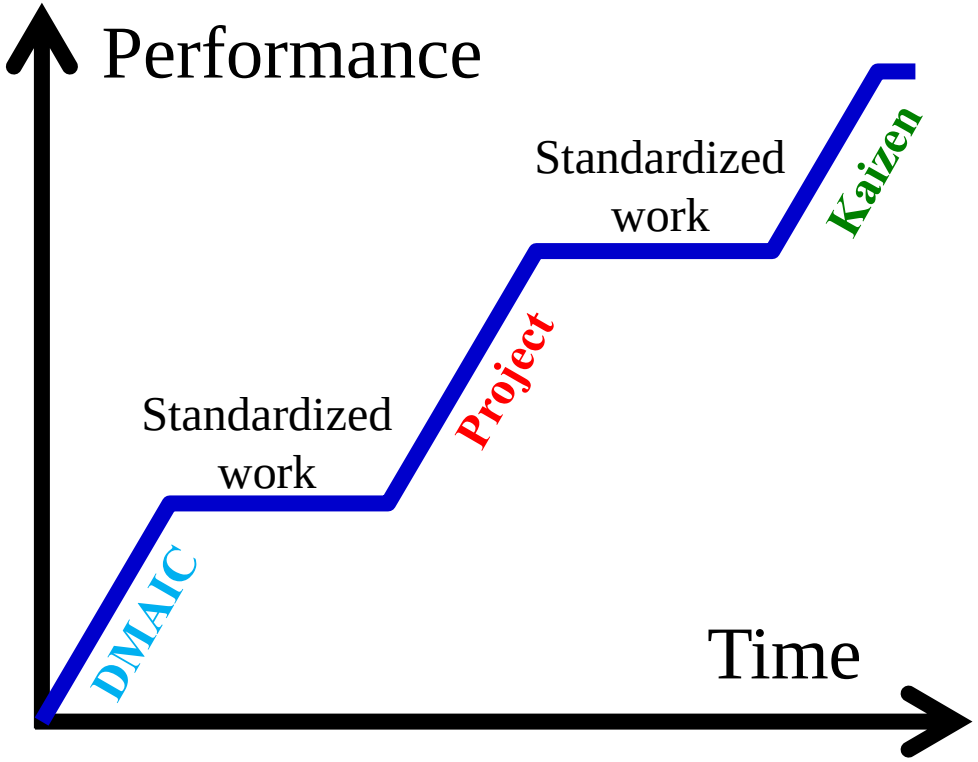

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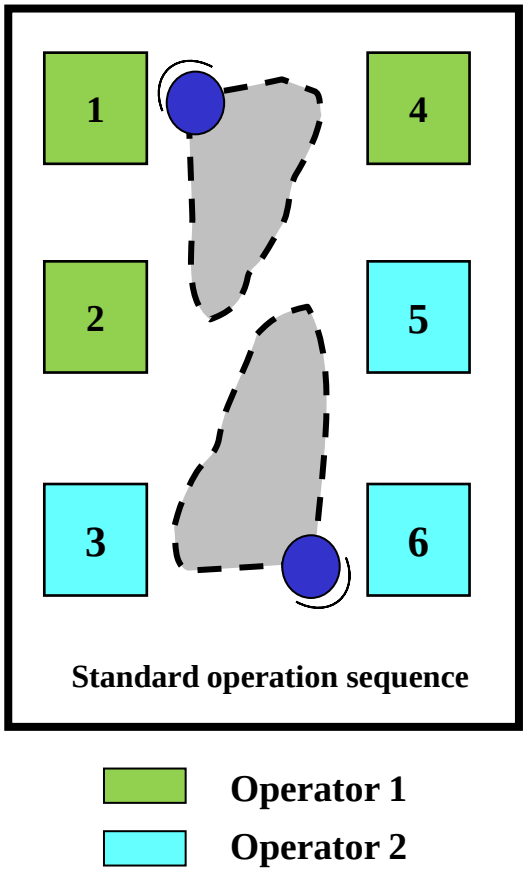
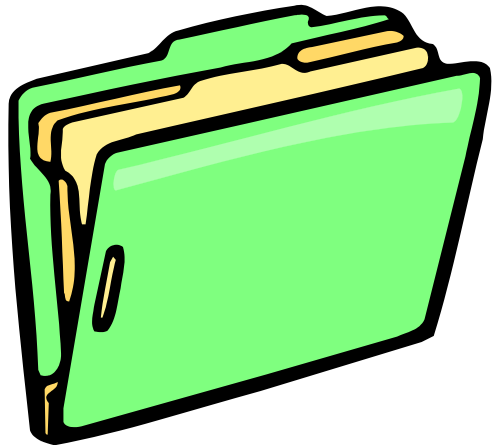
- All the improvements detected during your project have to be standardized (included in an SOP).
- Existing SOP documentation and training plans should be revised to reflect the process improvements.



- Standard Work

Tips:

- Document your project and ensure the new process and procedures are clearly explained.
- There is no point standardizing a process into systems and procedures that do not currently work.
- Be innovative and develop new systems if necessary.
- Ensure clear ownership.
- Ensure any legal or auditing obligations are met.
- Use visual systems wherever possible.



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Further Information:

- In manufacturing, standardizing of components is called **modularity** which is the use of exchangeable parts or options.
- A plant producing 10 different products from 1000 different components could redesign its production lines so they consist of only 100 different components.
- Visual controls (such as information displays and color coding) are used to reinforce standardized procedures.