

Flow Process Chart

Definition:

- A symbolic representation that illustrates the sequence of **operation**, **inspection**, **storage**, **transportation**, and **delay** activities within a process.






Uses:

- To analyze activities that make up a process to determine which steps add value and which do not.
- To track key performance metrics such as value-added time, distance travelled and error rates.

Benefits:

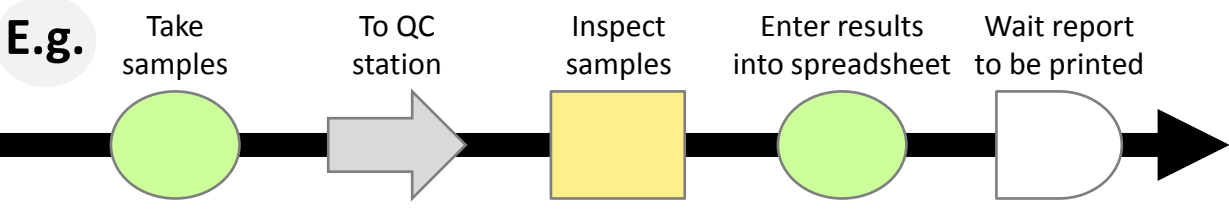
- Provides accurate description of the process as it is often drawn up as the process is happening.
- Helps identifying waste, long delays and other non-value-added activities.

Common Categories and Symbols:

- Operation** – produce, add, change, or process something. 
- Inspection** – checking of items for quality and/or quantity. 
- Storage** – the storing of items until later time. 
- Transport** – movement of items or people between areas. 
- Delay** – the temporary waiting of something or somebody. 

These symbols have been accepted by many Lean practitioners.






Other categories and symbols can be used based on the situation.



The typical approach is to chart the present method on a chart, then the improvement will be proposed on a 2nd chart.

Process Chart:

- Presents the activities and the related information in the form of a table.
- Allows providing further information about each process step (e.g. time and distance).
- Helps estimating key metrics (e.g. % VA activities & VA time).

Time MINS	Dist. METERS						Process description
15		X					Take samples
4	90		X				Transfer to QC station
21				X			Inspect samples
15		X					Enter results in spreadsheet
2					X		Wait report to be printed