LEAN ENTERPRISE INSTITUTE POLSKA

Workshop: Work standardization

Implementing the best work methods at a particular work station

Target group
Managers, leaders, process engineers, foremen and employees involved in work standardization and improvement (e.g. Lean coordinators).

Get the practical insight into solving problems and responding to challenges including:

- Varying efficiency of manufacturing cells.
- Lack of repetitive work methods that ensure stable production conditions.
- Lack of precisely defined work standards and methods.
- Lack of improvements related to current work methods.
- Too long and unreadable descriptions of work methods.
- Unclear distribution of roles and responsibilities in the area of the design and execution of standardized work.

Overview
Work standardization is one of the basic Lean Manufacturing tools that ensures improved stability and repetitiveness of processes. It is a condition for effective improvement since it makes it easier to identify and eliminate waste; it also accelerates the employees' learning process (only in repetitive conditions are we able to identify and eliminate ineffectiveness). Moreover, it contributes to increased work quality and a reduced number of human errors. In a Lean company, it is the masters and foremen that are responsible for standardization of production processes. Together with the operators they are supposed to analyze performance and describe the best currently used methods on standardized work sheets. A codified standard constitutes the basis for continuous improvement of work methods.

Benefits for the company

- **Improved** stability of processes and increase in the repetitiveness of operations.
- **Increased** efficiency of processes due to elimination of waste.
- **Better** quality of products.
- **Improved** work safety and ergonomics in case of operators.
- **Enhancing** the organizational culture of the company.

Benefits for the participant

- **Familiarity** with the advantages and benefits resulting from implementing standardized work as the basis of continuous improvement.
- **Ability** to observe the stabilization process and to determine the best current work method.
- **Ability** to document work standards.
- **Guidelines** for creating favorable environment for implementation and maintenance of standardized work.

AGENDA

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Module1	9:00 – 10:30 (10:30 – 10:45 coffee break)	▪ Benefits from standardization ▪ Methods and examples of standardization ▪ Exercise: standardization of a simple process
Module 2	10:45 – 12:15 (12:15 – 12:30 coffee break)	▪ Exercise: organizational roles in work standardization. Discussion ▪ Standardized documentation structure. Verifying process stability – process observation sheet. Dividing the group into teams, assigning workstations for observation.
Module 3	12:30 – 14:00	**MODULE PERFORMED IN THE PRODUCTION HALL** ▪ Brief introduction to the production process ▪ Moving to 4 selected assembly work stations – analyzing selected work stations – verifying stability, observing a method, comparing methods of different shifts. Preparing drafts of a job method
14:00 – 14:45 Lunch		
Module 4	14:45 – 16:30	▪ Presenting the results of the exercise. Discussion ▪ Introducing the Job Breakdown Sheet ▪ Preparing the Job Breakdown Sheet for selected processes ▪ Presentation ▪ Workshop summary