

## Workshop: Poka-yoke

*Eliminating up to 100% errors made by people and machines*

### Target group

The workshop is aimed at middle management: managers, masters, foremen, leaders, and employees of the quality department and technical departments.

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

- Quality related problems that arise as a result of human errors.
- Lack of systems that guarantee effective and cheap 100% control of products.
- Lack of an active reporting system designed for operators to report improvements aimed at quality enhancement.
- Difficulty in designing solutions that guarantee effective quality control.

### Overview

Building quality at the source effectively is based on Jidoka that constitutes one of the pillars of the production system designed by Toyota. This concept mainly consists of a set of solutions that guarantee “mistake-proofing” (Japanese Poka-Yoke). It is a preventive approach based on technical and organizational solutions the application of which makes it possible to eliminate 100% of human and machine errors. The Poka-Yoke approach changes the traditional way of identifying root causes of errors: the reason for quality errors arising at the work station is not the man, but the imperfectly designed system that results in the employee committing errors.

### Benefits for the company

- Creating a **system** of reporting Poka-Yoke solutions that will lead to reduced shortages, failures and accidents.
- Reactive approach towards quality **replaced** with a preventive approach.

### Benefits for the participant

- **Understanding** the rules of preventing errors (Poka-Yoke).
- **Knowledge** of producing good Poka-Yoke solutions.
- **Implementation** of Poka-Yoke system in a production company.

## AGENDA

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<b>Module 1</b>	<p>9:00 – 10:30 (10: 30 – 10:45 coffee break)</p>	<ul style="list-style-type: none"> <li>▪ Introduction to Poka Yoke based on numerous practical examples</li> <li>▪ Presenting Poka Yoke solutions in the production hall</li> <li>▪ Discussing the benefits and threats resulting from application of Poka Yoke solutions</li> </ul>
<b>Module 2</b>	<p>10:45 – 12:15</p>	<ul style="list-style-type: none"> <li>▪ Group work in the production hall – working out Poka Yoke solutions at selected workstations</li> <li>▪ Discussing solutions from the production hall in a training room</li> </ul>
12: 15 – 13: 00 Lunch		
<b>Module 3</b>	<p>13:00 – 14:30 (14: 30 – 14:45 coffee break)</p>	<ul style="list-style-type: none"> <li>▪ Andon and a failure notification system for a machine as an effective and visual approach to reporting inconsistencies - practical examples, discussions</li> </ul>
<b>Module 4</b>	<p>14:45 – 16:30</p>	<ul style="list-style-type: none"> <li>▪ Managing a system of preventive actions (Poka Yoke matrix)</li> <li>▪ Workshop summary</li> </ul>