



Standard Work

? What is It

Safest, easiest and most **waste-free way** of doing a job. It provides a **baseline for future improvements**. It is highly flexible, able to change through **Kaizen** and to meet **takt time** as it may change.

🕒 When

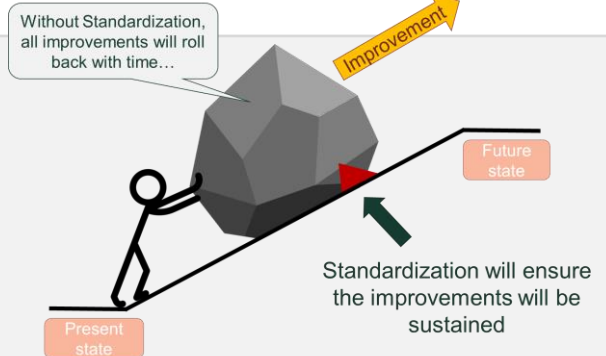
- To provide **direction** and **measurements** for management and supervision.
- Establish **standards for performance**.
- To teach **observation skills** and **improvement opportunities**.

🎯 Goals

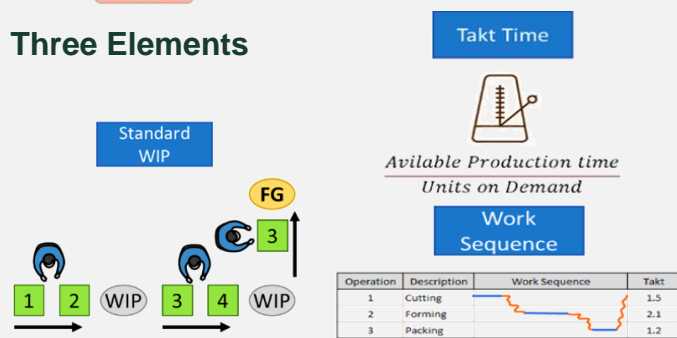
- A tool for **performance** and **standardization**.
- **Work procedure** until the next improvement.
- Provide an **optimal way** to proceed under current working conditions.
- Aiding with **Quality** and **Safety** standards.

📊 How

1. Balance operations using standard work:
 - a. Define process characteristics and improvement target—takt time / run rate to be achieved.
 - b. Observe process to identify basic process flow, work responsibilities, process wastes, etc.
 - c. Create a standard work diagram.
 - d. Define operator cycle times, summarize current work content, and balance.
 - e. Analyze and improve work balance.
 - f. Document standard work.
 - g. Review with operators and pilot new approach.
2. Cross train operators to operate multiple processes.
3. Measure performance and continuously improve operations.



Three Elements



📌 Example

💡 Hints

- Complement Standard Work with **Process Observation** and **Line Balancing**.
- Do not look for the **perfect** Standard Work, improve it as the opportunities come, they will come.

PSG Inc. Pack 5: Flower (One Piece Flow)
Standard Work and Layout
03 - Pack 5: 3103

Effective: November 5th, 2021
Revision: November 5th, 2021
SOP No: TBD

Operation: 7.0g Flower Packaging (One Piece Flow)

Role	Number of People	Run Rate (units/min)	Total units/hr
Sign Lead (TL)	1	N/A	N/A
Operator (Top)	6	3	320 per GB
Operator (Bottom)	9	2	320 per GB
Operator (Right)	1	16	950
Scale Operator	1	16	950
QA Labeller	1	16	950
Master Case Filler	1	16	950
Master Case Palletizer	1	16	950

20 + TL 16 950
units/min units/hr