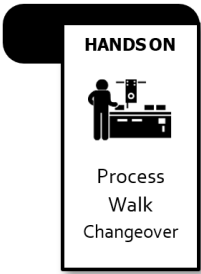


Process Walk Changeover





Instructions:

1. In pairs, have a walk to the production area, shop floor, warehouse, store floor, hospital area.
2. Print the Process Walk (Gemba Walk) template and complete the header: Business Unit, Work area, who is assessing and when.
3. Perform a Gemba Walk focused on observing a changeover. For convenience, pick one or two working stations or production lines.
4. Identify the tasks, time, people, activities, tools used, walking distances.
5. Identify if the team can perform some activities before the changeover begin (external activities).
6. Identify if some activities that are currently “internal” can be converted to external.
7. Calculate roughly the potential saving in time if the changeover is improved. If available, convert the savings into dollars savings.

