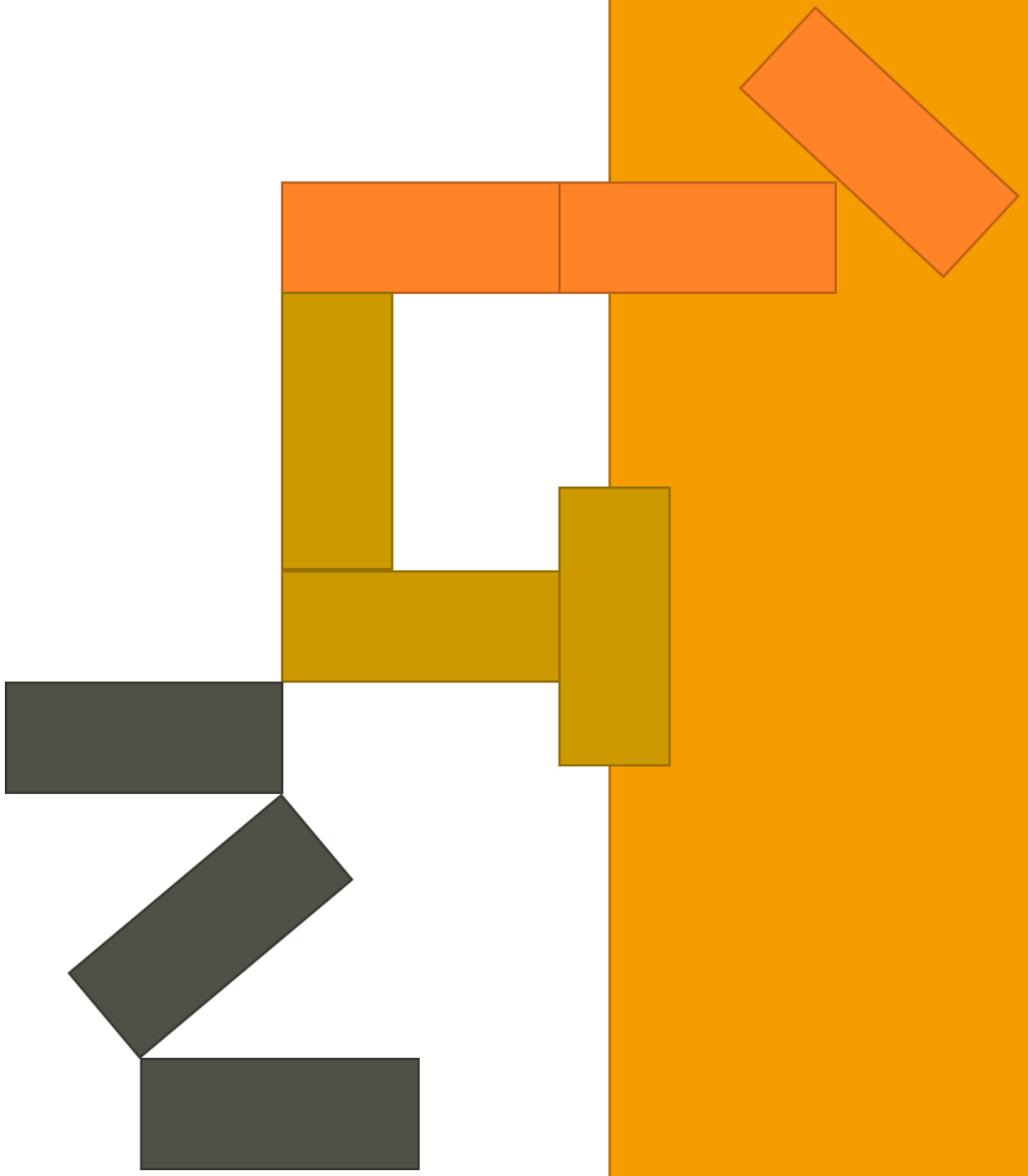
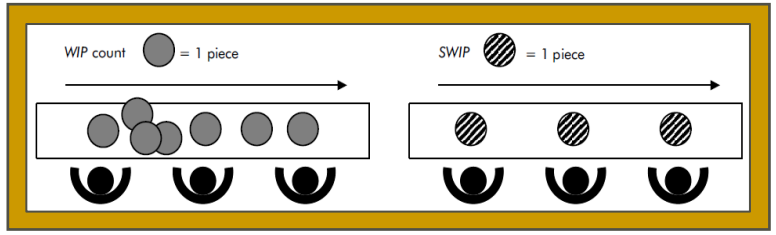
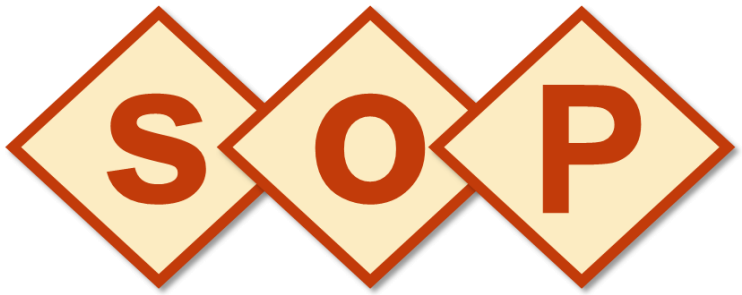


What a Block !

Standard Work Implementation

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 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



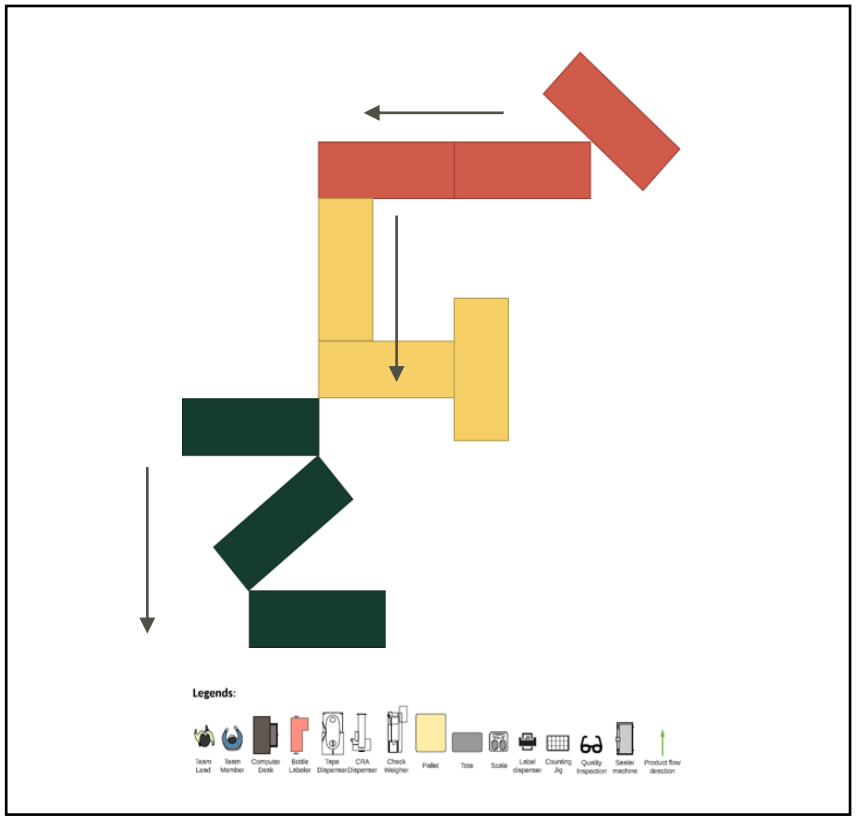


STANDARD OPERATING PROCEDURE

Block Construction Line

Standard Work Instructions & Layout

PathStone Group



INSTRUCITION	PERSON	UNITS/MIN
1. Two block side by side 2. One Block 45 3. Lay on right side		3
1. Vertical Block 2. Place under Red block 3. Horizontal block 4. Vertical block at end centered		3
1. Horizontal block at corner 2. 45 block touching edge 3. Horizontal block at edge		3

SOP ##	SAFETY	QUALITY	3

Objective

Enhanced knowledge and importance of Standard Work Instructions.

Dynamic

Need three participants, the managers.

The rest of the team will have paper and pen and will receive the instruction to draw the sequence of blocks communicated verbally by each manager.

The first manager will communicate the RED sequence of blocks. Do not show instructions sheet.

The second manger continues and communicates the YELLOW sequence of blocks. Do not show instructions sheet.

The third manager continues and communicates the GREY sequence of blocks. Do not show instructions sheet.

At the end, the participants share the result. Must will have several errors. People will understand differently and get confused.

Nos, show the SWI format and show the importance of this method and the written instructions to avoid confusion, understand what need to be done, sequence and targets.