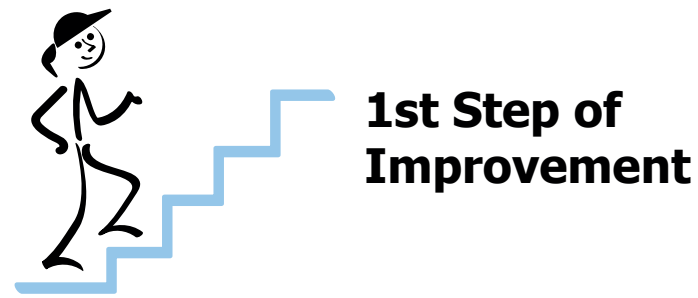


# Standardised Work

## 1. PURPOSE

Define the Work to be Done

“Without standards, there can be no improvement”  
Taiichi Ohno



Ensures Work is done:

Safely



BEST



Work Method Quality

Correctly



LEAST

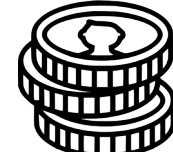


Waste

Efficiently

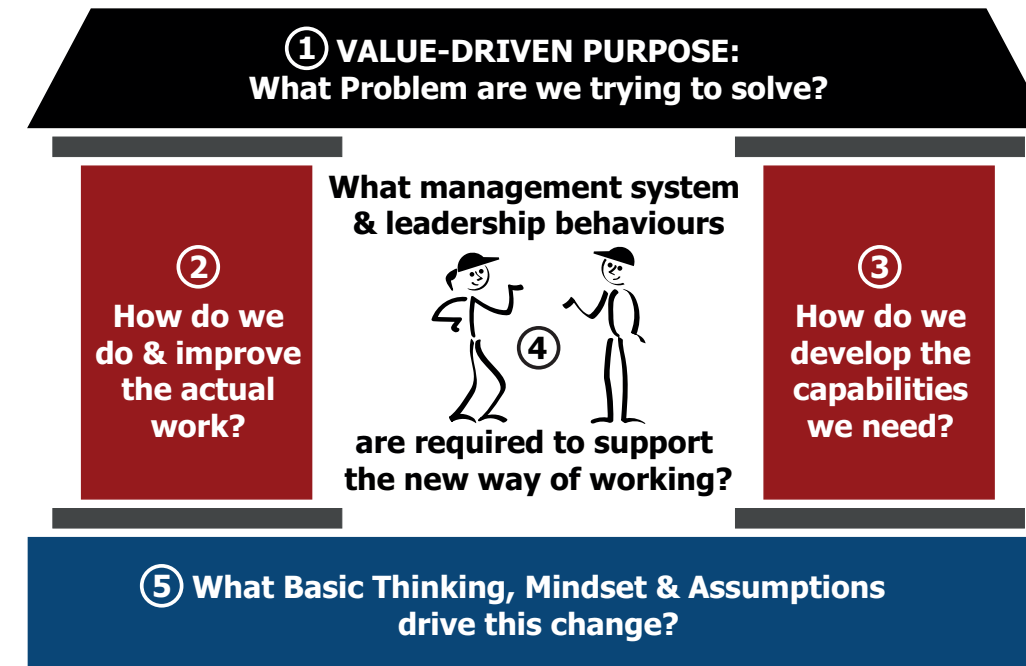


LOWEST



Cost

## LEAN TRANSFORMATION FRAMEWORK



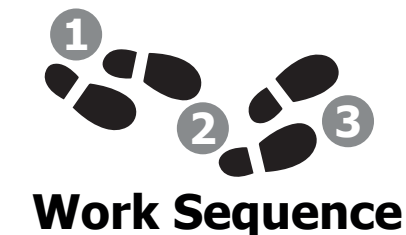
### 4 Types of Standardised Work

TYPE	1	2	3	4
DESCRIPTION	REPETITIVE	VARIABLE	LONG	BUSINESS

### Pre-Conditions ~ Process Stability

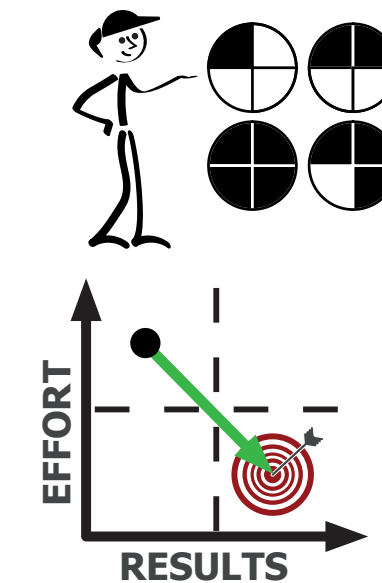


### 3 Key Elements:



## 3. PEOPLE

Roles & Responsibilities

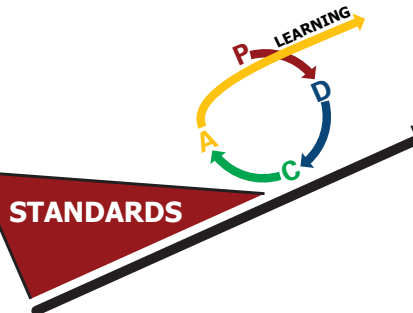


Flexibility  
Multi Skilled

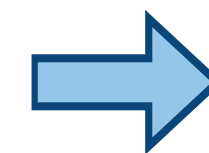
Kaizen  
Make the Work Easier

P-D-C-A  
Improve Further

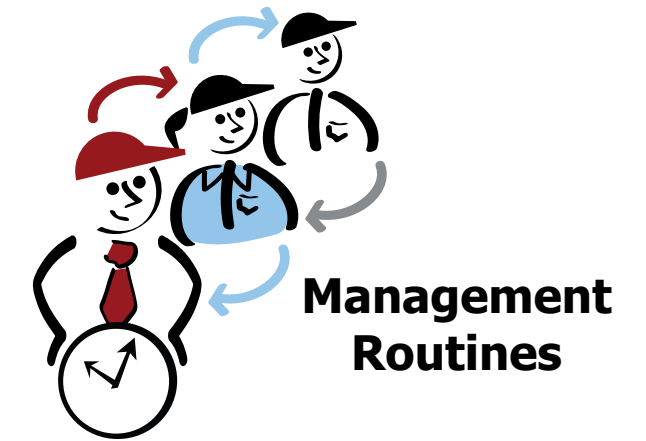
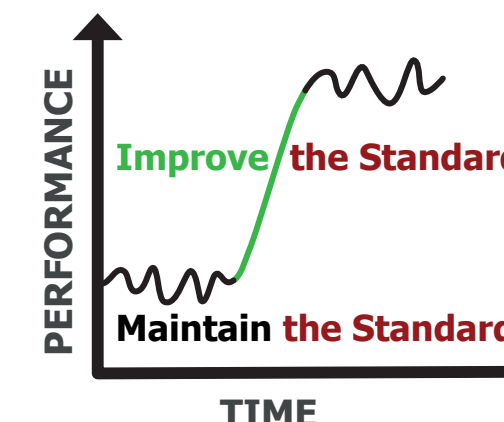
Leadership



Role of the Leader in Standardised Work



Recognise, Teach, Coach & Feedback



## 2. PROCESS

Work at all Levels

