



# Standard work

## Definition:

Standard work, this is the formalization and implementation of best practices at any given time. This is one of the bases of LEAN.

## Why:

- The procedures are different for the same tasks.
- The results are variable in terms of quantity, quality, lead time.
- New employees are poorly trained on workstation.
- Defining roles is blurred: the operators do not know what they should do and what should do their colleagues.
- Frequent and unexplained anomalies are found.
- Risk of potential accidents are present on the workstation.
- Sorting waste is poorly performed on the workstation.
- The workstation is congested.

## Goals:

- Reduce variability and increase stability.
- Having a reference in terms of quality, quantity, lead time.
- Capitalizing on expertise.
- Having bases and reliable documents for new hires.
- Work as a team to validate the best way to do.

## The establishment:

- Identify the need for standardization - Define the problem - State the reason.
- Diagnoses and define the objective.
- Analyze with stakeholders different practices known in the workshop (different operators, different teams, different machines in similar processes).
- Agree on the best way to do that will give the best results (safety, quality, cost, lead time).
- Achieve with operators, technical services and conduct tests and trials.
- Formalize the new standard by focusing on visual.
- Train all operators to the new standard - Their approval thereof.
- Regularly audit the standard to ensure its proper application.
- Think about applying the standard or part of the standard for similar process.
- Changing the standard in the improvement actions.

To control the standard, think:

**Who, What, Where, When, How, How much, Why**