**Standard Work Appendix**

**Creating a standard worksheet in an industrial context**

**Components of standard work**

**Constructing a standard worksheet**

1. Analyse the job – current practice.
2. Improve current practice to generate the *best current method.*
3. Confirm the method (1st test).
4. Divide into main steps.
5. Identify the key points.
6. Confirm the method (2nd test).
7. Completion.

**Step 1:** **Analyse the job – current practice**

Do the job and write down a detailed account of the activities performed -manual, visual, mental and so on, including all steps necessary to guarantee quality, efficiency and safety. If there are different ways of doing the job, all are analysed.

**Step 2: Improve current practice to generate the best current method**

Think over these steps:

* How can the job be made easier or quicker?
* How can we make it difficult to get wrong - mistake-proofing?

Jot down the suggested process.

**Step 3: Confirm the method (1st test)**

Try out the improved method to check that it meets safety, Takt and quality standards. Correct any errors or sections that have been left out.

**Step 4: Divide into main steps**

* Summarise the main stages of the job.
* Describe each stage or main step in brief - What you do, to what, and with what?
* Use illustrations and diagrams.

**Step 5: Identify the key points**

For each main step, write the subtle tricks for the job that ensure quality, safety and efficiency requirements are met.

**Step 6: Confirm the method (2nd test)**

Try out the method again, following the main steps and key points to be sure that they are, by themselves, sufficient to perform the task correctly. Correct any errors or sections that have been left out.

**Step 7: Completion**

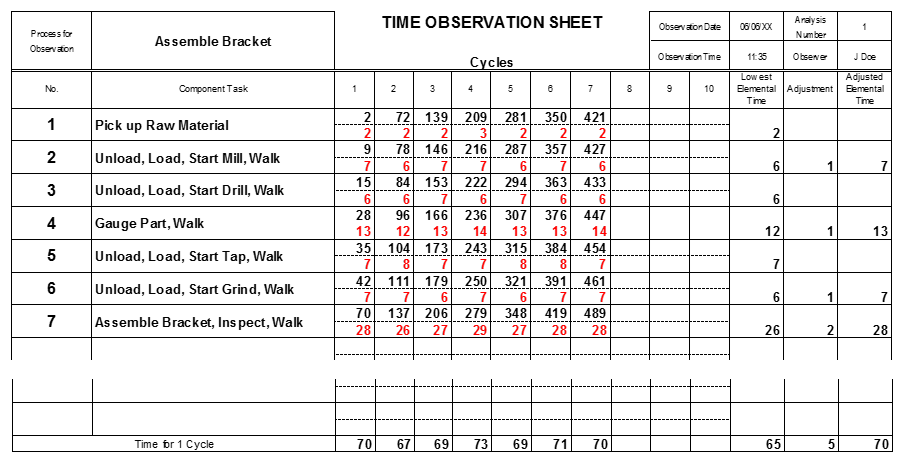
Add sketches and diagrams where necessary and details such as tooling, tolerances, protective clothing, training notes.

**Typical forms/templates**

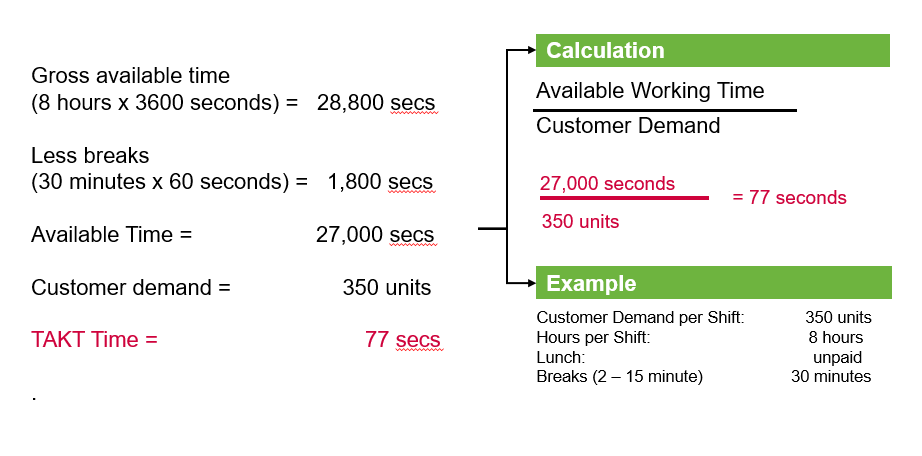
Many companies use forms and templates to assist with the process of creating a standard worksheet.

* Time observation sheet.
* Takt time sheet.
* Process Capacity sheet.
* Work combination sheet.

**Time observation sheet**



**Calculating TAKT time**



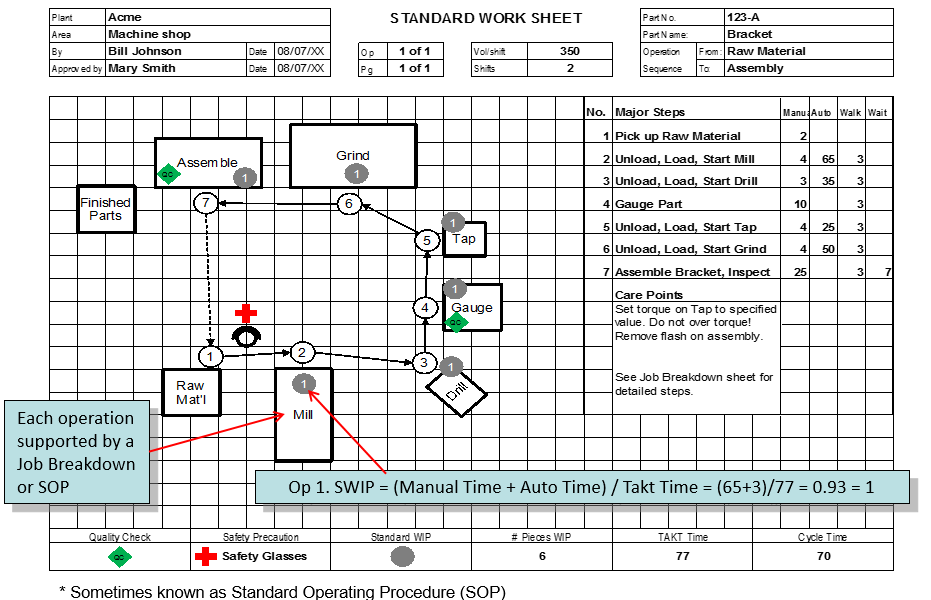
**Process capacity sheet**

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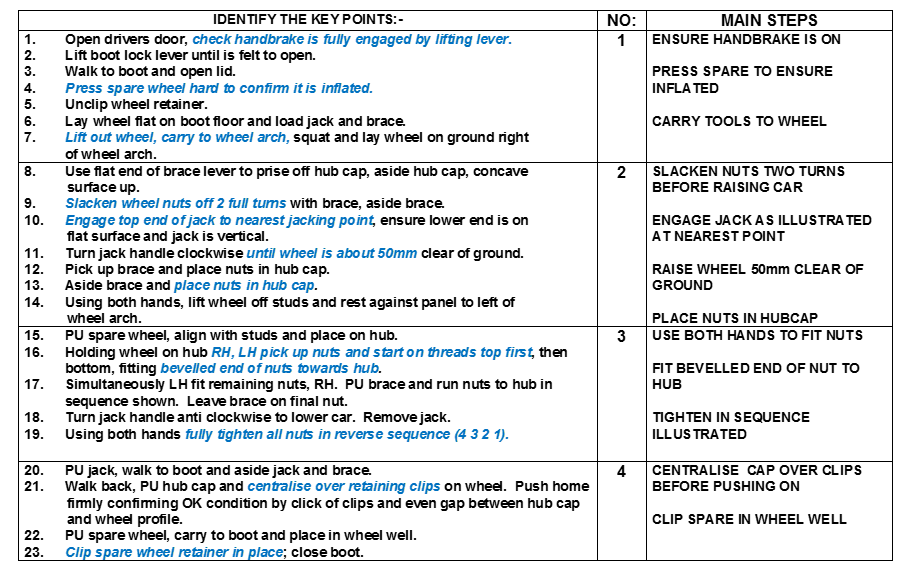
**Work combination sheet**

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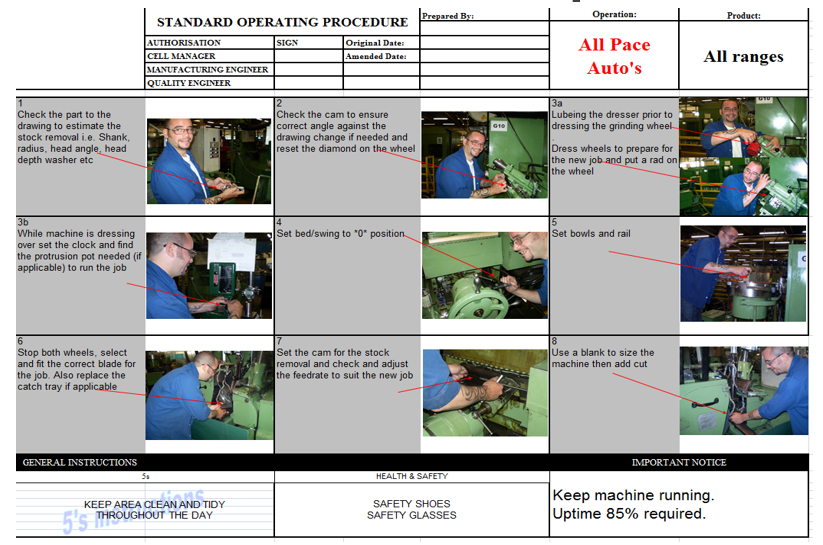
**Standard worksheet**



**Job breakdown for a wheel change**



**SOP for a machine set up**



**Standard work: Exercise**

* Pick an industrial process you are familiar with and create a Standard worksheet for it.
* If this is not possible pick a household task such as making cups of tea for a group of people, or cooking a full English breakfast for the whole family. Create a standard worksheet for it.

Tip: Try to find a task which needs a machine and isn’t merely manual.