

Owner: **Brian**

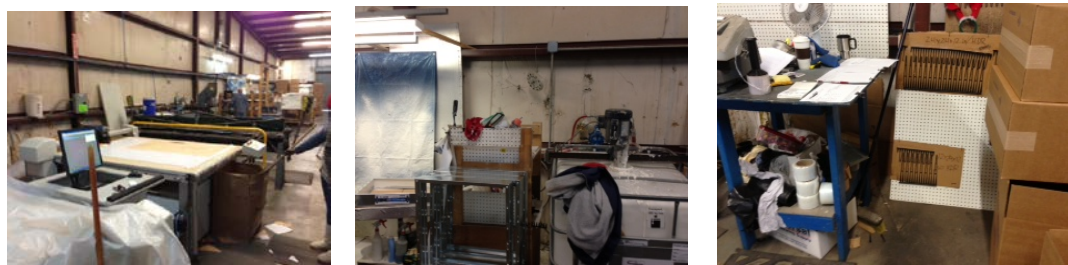
A3 Type: _____

Plan

Problem Statement It is 2013 Strategic Object to 5s entire production facility start with the Gerber/Cell area.
 To train all employees in basic Lean concepts starting with 5S, Visual Controls, and Plant Layout - for Flow

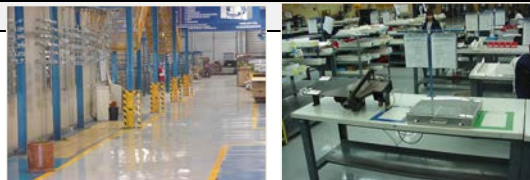
Background
 - See pics of current conditions sections
 - Basic Lean training needed, and fulfills Strategic Objective requirement of 20hr's per employee per year

Current Conditions



Target Conditions/Measureable Objectives (Future State)

1. Employee Participation, Train a minimum of 10 employees
2. Daily standardized 5S (5min. Checklist)
3. Define schedule for weekly 5S Workplace Scans
4. Define specific area & posted weekly from Scan worksheet



Current Conditions



Do, Check, Act

Countermeasures/Implementation Plan

#	Improvement Activity	Type	% Complete	Accountability	Due Date
4	Define, organize and create finger breaking process (Brian working with Cell Team)	CP	45	Brian	
5	72" steel cart (materials) MWO - SM150	CP	100	Joe	1/24/2013
6	Media pleat pack/cart (materials) MWO - SM153	CP	100	Joe	1/24/2013
7	Need 1 spray gun (Under Cap X Project) MWO (Reduced scope contingent upon reconfiguration of Spray Area Layout) - SM45	CP	50	Bennett	
8	Need exhaust for spray area (needs further investigation) HOLD - per reconfiguration of Spray Area Layout			Bennett	
9	Need guides for bicycle notcher - further investigation required - MWO SM154	CP	50	Mr. Ed	
10	Need ceiling fan (Possibly relocate fan from shipping or additional Cap X) MWO			Joe	
11	Improve lighting in assembly MWO - contingent upon reconfiguration of Spray Area Layout			Bennett	
13	Create location for WPS, 5S Daily Checklist and Schedule		100	Brian	1/24/2013
15	Purchase mats (Possible Cap X)			Ron	
16	Order brooms (3), holders (1), dust pans, ice scoop, small trash cans, markers			Ron	
17	Relocate Finger Visuals MWO			Joe	
18	Finger breaking process bins - Old units (13) pulled out of storage and put back in use		100	Brian	1/21/2013
19	Air lines off the ground MWO - SM155	CS		Joe	
20	Update CAD drawing Layout		10	Joe	

Effect Confirmation

Results:
 20 Improvement Activities identified
 8 maintenance work orders, 5 are in process
Items purched: Glue station components, Plastic bins, materials for carts, mats, bicycle notcher parts, shadow board tools and clean up tools, **Total \$1500**

Verification:

Follow-up Actions

On items 7 & 11

Shaded Key Area Green indicates complete Red indicates late Yellow indicates original project plan

Completed Countermeasures/Implementation Plan

#	Improvement Activity	Type	% Complete	Accountability	Due Date
1	Create attendance roster for area		100	Brian/Lisa	1/15/2013
2	Prep readying: red tags, cart, label machine, tape etc.		100	Brian/Joe	1/15/2013
3	Laminate 5S Calendar for Metal and Assembly		100	Brian	1/17/2013
12	Add check boxes for 5S Standard Daily Checklist		100	Brian	1/17/2013
14	Capture steps saved from Spaghetti Diagram (320 steps before/media, NOW 0) (208 steps for fingers)		100	Brian/Lisa	1/17/2013

CP = Critical to Productivity
 CS = Critical to Safety