

Embedding through standardisation

“That-problem?! Do we have to look at it again? Hadn't we solved it?!”

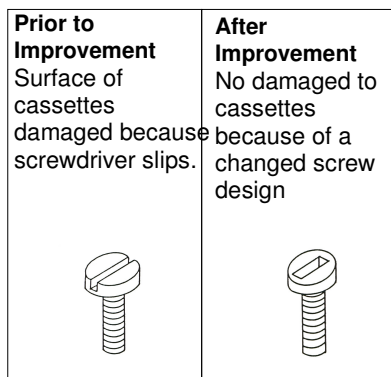
The final step in improvement is standardisation: arriving at an agreement about the best working method to ensure that everyone, even the new employees or the other shifts know and implement the improved working method. If the final, extremely important, step is omitted, then you often hear the type of grumbling above. Improvements evaporate after a time, like snow in the sun.

Guaranteeing results

The objective of standardisation is to make the best working method clear to everyone so that everyone implements this best method. This can happen in various ways:

1. Fail Safe or Poka Yoke: working methods can only be executed in one way, namely the best way.
2. Visual guides: the working method is clear because there is a warning if it is not followed.
3. Visual aids: the working method is clear as a result of visual information and/or visual work instructions that are available at the work place in question.

1: Example Fail safe / Poka Yoke instruction



2: Example Visual guide



3: Example Visual work



How to arrive at standardisation?

For many companies the most important method of standardisation is the writing of procedures and work instructions. This often results in thick books that are never used and, as a result, improved working methods evaporate, as we say above, like snow in the sun.

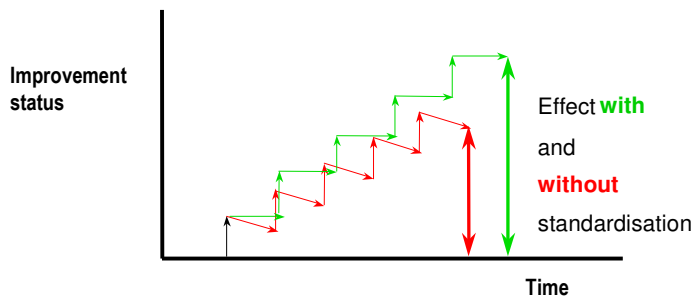
To prevent this, the following principles are employed:

- a standard is only necessary if it will influence the quality, time and/or costs of the process.
- a standard is preferably embedded in the system in the following order: 1. Failsafe, 2. Visual guide, 3. Visual aid, 4. Procedure or work instruction at the work place.
- a standard is drafted by the user(s) and is available at the workplace concerned.
- a procedure or work instruction is written in the form of a Single Point Lesson (EPL): consists of one sheet of A-4, concerns one subject and is made as visual as possible.

Results of Standardisation

The result of standardisation is that the organisation becomes transparent and the visual organisation becomes a fact. This leads to an increased effect of the improvement efforts in the organisation. The additional result of standardisation is a knowledge sharing culture in which knowledge transfer between employees is an everyday occurrence.

No effective improvement Without standardisation



The role of Blom Consultancy

- Training in making failsafes, visual guidance and aids / Single Point Lessons.
- Coaching in making failsafes, visual guides, visual aids and Single Point Lessons.
- Evaluation of standardisation level.
- Supervision of ISO 9001 certification

More information?

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