10 Step Improvement Process

Team Name:

Responsibilities:

Profile:

Area:

Staff:

Shifts:

Products/Process:

Implementation Plan	Jan	Feb	Mar	Apr
Study Current Situation				
Study 4 M Conditions				
Restore Conditions to the Standard				
Analyze cause of Chronic Defects				
Eliminate cause of Chronic Defects				
Set the Zero Defects Conditions				
Review the Zero Defects Conditions				

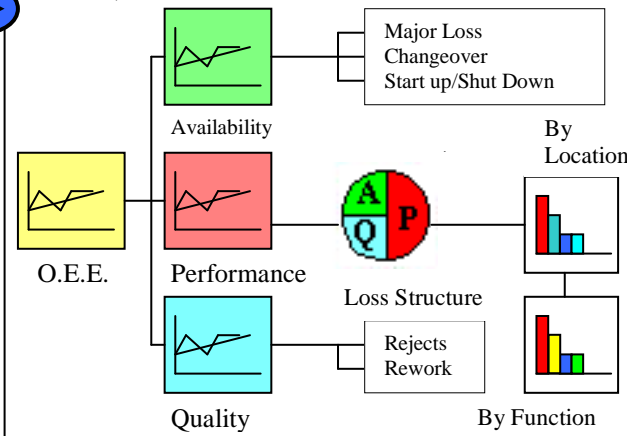**1. Theme:** (What you want to achieve)

Must precisely explain the problem in terms of:

a. A loss   Major Loss
            Minor Stop
            Changeover
            Reject

b. Where

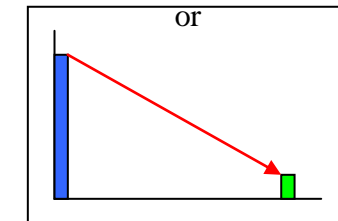c. When, How and the Frequency can also be included if applicable
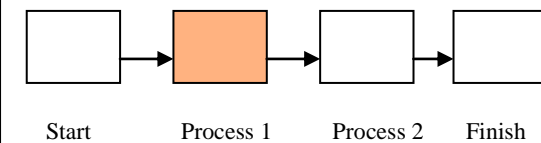
2. Reason For Selection: (Why you need to do it)

Major Loss
Changeover
Start up/Shut Down

Availability

O.E.E.

Performance

Quality

Loss Structure

By Location

By Function

Rejects Rework

3. Target: (What you hope to achieve and by when)

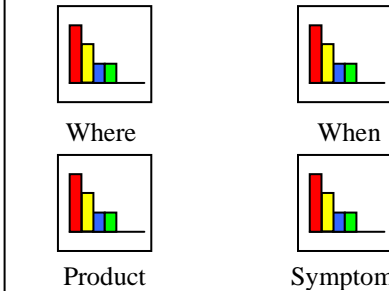To Reduce Minor Stops from 100 per month to 5 per month by when?

	Jan	Dec
Reduce Minor Stops	100	5

or

4. Outline Of Process: (Description of machine or process – pictures)

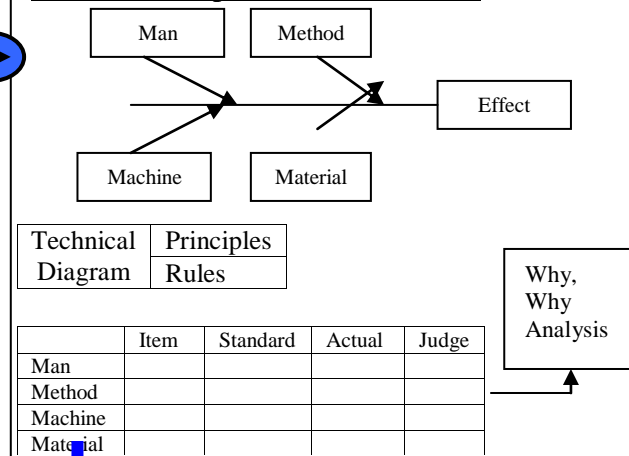Start   Process 1   Process 2   Finish

5. Situation Before Improvement: (What is happening now)
1. Identify what to analyze in Step 6.
2. Clarify the Benchmark by classifying and comparing the differences:

Where   When

Product   Symptom

6. Analysis: (Identify all the problems, their causes, options and solutions)

Man   Method

Effect

Machine   Material

Technical Diagram	Principles Rules

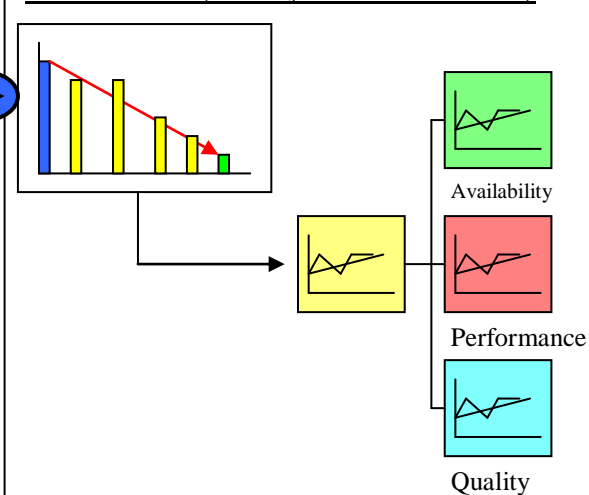|	Item	Standard	Actual	Judge
Man				
Method				
Machine				
Material				

Why, Why Analysis

7. Improvement Content: (What are you going to do, by who and by when)

NG Item	Improvement Content	By Who	By When	Completed Date
A				
B				
C				

For each NG item the following could be required:
     Improvement Sheet
     1 Point Lesson
     Procedure Change
     Product Specification Change

8. Results: (What you have achieved)

Availability

Performance

Quality

9. Standardised Solution: (What else needs to be done, horizontal deployment)
1. Training Matrix
2. Update/Amend CIL Standards
3. Horizontal Deployment

Training	Shift A	Shift B	Shift C
1 Point Lesson # 1			
1 Point Lesson # 2			
OJI 12345			

10. Future Issues: (What you plan to do next)

Where to next – The next problem from the Parato Analysis: -
Next Downtime Problem
Next longest Changeover component
Steps 4 –7 of a Quality Improvement