

Implementing Lean Manufacturing Key Requirements check list	Action	Resp	When
Team work is essential. A sense of urgency and action from Senior management down.	Form team. Team understanding learn		
Culture check: how do I know my job is safe and how is this not another management PoM/fad	Review job environment, motivation participation		
Develop communication and feedback channel for everyone.	Plan, vision, goals and leadership participation, new behaviours how success is celebrated		
Meet with everyone and explain the initiative	Select an area to pilot		
Begin to train all employees (lean overview, eight wastes, standard operations, kaizen, problem solving, PDCA)	Lean overview ½ day 8 wastes ½ day Problem solving 1-2 day PDCA, kaizen ½ day		
Facility analysis – Determine the gap between current state and a state of “lean”	“Low hanging fruit” vs “step change”		
5-S - It is the foundation of lean. Workplace organization is critical for any lean initiative	½ day training + implement area		
TPM – Begin Total Productive Maintenance early (used throughout lean)	½ day training + tackle area		
Value Stream Mapping – Determine the waste across the entire system	½ day training = identify biggest waste		
7 (or 8) waste identification – Use with value stream mapping to identify system waste	Tackle biggest waste		
Process mapping – A more detailed map of each process	Basis for continuous improvement		
Takt time – Determine need to produce on all processes, equipment	Pick a product/product group		
Overall equipment effectiveness and six losses – Determine the losses on all processes and equipment	Pick the bottleneck process and measure this		
Line balance – Use, if necessary, with takt time and OEE	1 day training to show impact of pull vs push		
SMED – Push setup times down to reduce cycle time, batch quantity and lower costs	½ day training = identify biggest waste		
Pull/one-piece flow/Continuous Flow Analysis – Utilize kanban and supermarkets	Use as an event to utilise Kanban in one area		
Analyze quality at the source application – Poor quality stopped at the source	Use as an event to utilise problem solving		
Implement error-proofing ideas	½ day training + tackle area		
Cellular manufacturing/layout and flow improvement – Analyze facility and each process	Apply analysis to all areas to enable roll out		
Develop standardized operations – Concurrently with SMED, line balance, flow, layouts	Standardisation, stabilised flow		
Kaizen – Continue improving operations, giving priority to bottlenecks within the system	Embed learning with continuous implementation of suggestions		