



# Implementing Standardized Work: Writing Standardized Work Forms (One Day Expert)

*Alain Patchong*

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The first book in *The One-Day Expert* series detailed the initial steps that Thomas, a young, high-potential plant manager in an industrial group, took to assess his plant's situation through measurement of operators' performance. The second book in the series, **Implementing Standardized Work: Writing Standardized Work Forms** focuses on the next step of this assessment—writing Standardized Work forms to help identify variability and waste.

The book uses numerous examples, charts, and drawings to illustrate the interaction between operator, machine, and material. Besides process analysis, the book discusses process analysis charts, Standardized Work charts, Standardized Work combination tables, and operator work instructions. It also:

- Summarizes key points after each step to reinforce understanding
- Contains many illustrations to help make application easy
- Includes access to additional materials on the book's website

Since an operation can only be standardized if it is repeatable, the most important requirement for a real application of Standardized Work is minimum stability in the process. The book explains how to estimate the stability level of a process by performing process analysis. It also presents a multistage bar called *Yamazumiho* to help you perform your own process analysis.

After reading this book you will understand how to use Standardized Work forms as the starting point to establishing a safe and ergonomic work place that delivers quality products in an efficient manner.

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