

Process Confirmation & Go, Look, See

Agenda

- **Introduction to Process Confirmation**
- **The Format**
- **Completion Example**
- **Deliverable**
- **Go, Look, See 'T' card system**

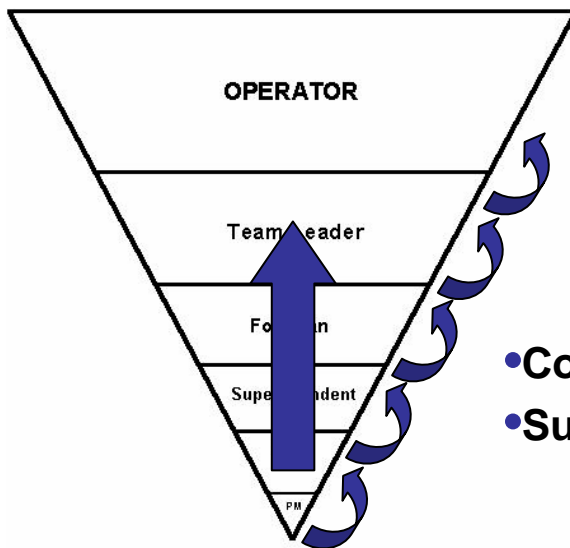
Overview

Overview:

Process Confirmation is a structured method to apply routine confirmation and support to key issues within the business.

The system is designed to capture and influence the behaviour to be applied by Leadership.

Ultimately, the system is deployed through the organisation, to Team Leader level. The process is confirmed as a part of the next level of supervision / leadership.



- Confirm
- Supports definition of roles and responsibility

Process Confirmation

Next level sign off

MONTH: _____ To Be Completed OK Condition NG Condition

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aligned	What	How																														
	What to Confirm	How to Confirm																														

When to Confirm

Completion

Process Confirmation Sheet:

Completion examples -

MONTH: _____	<input type="radio"/> To Be Completed <input checked="" type="radio"/> OK Condition <input checked="" type="radio"/> NG Condition		1	2	3	4	5	6	7	8
What	How									
S	APT process (Tgt 1 / Team / Week)	Attend team APT meeting	<input checked="" type="radio"/>							<input checked="" type="radio"/>

- Document issues on reverse of the PCS
- Set date for re confirmation of condition / issue
- Rotate between teams / areas
- Do NOT delegate the confirmation – conduct yourself through GO LOOK SEE

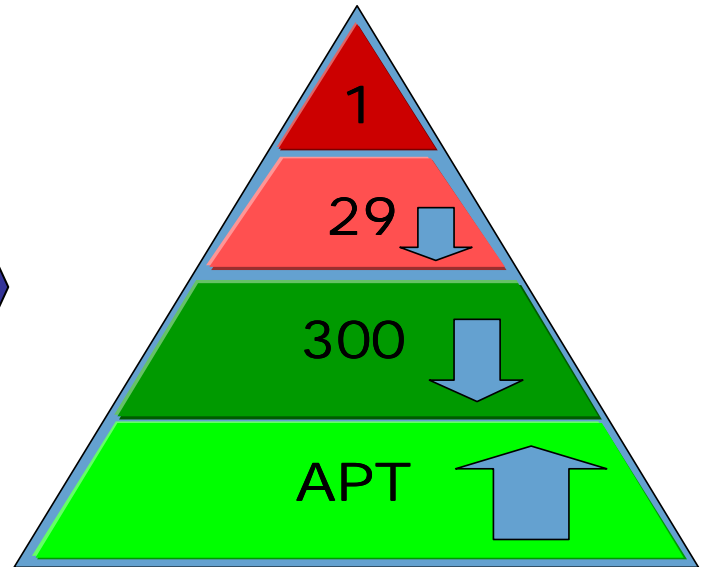
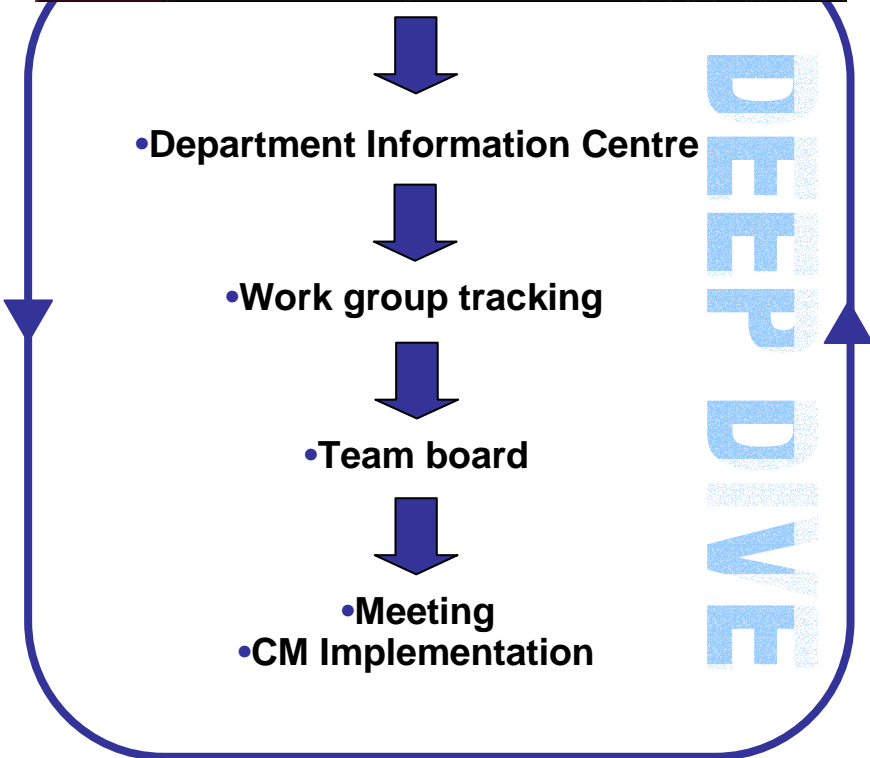
Completion

Process Confirmation Sheet:

Completion logistics (Manager example)-

MONTH:	To Be Completed	OK Condition	NG Condition	1	2	3	4	5	6	7	8
S	What	Flow									
	APT process (Eg: 1/Team/Week)	Attend team APT meeting		●							

•Accompanied by next level subordinate



Completion

Process Confirmation Sheet:

Completion examples -

Q	Standard Operating Instruction - Confirm adherence.	Confirm operator sequence, key points for H&S / Quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	Review Problem Solving A3	Confirm logic and 5 why. GLS containment. Check Operators understanding / CM progress.						<input type="checkbox"/>		<input type="checkbox"/>
C	Team cost tracking	Confirm tracking up to date / within parametres.	<input type="checkbox"/>							<input type="checkbox"/>
	Kaizen review	Info centre - team board - review implemented with operator	<input type="checkbox"/>							<input type="checkbox"/>

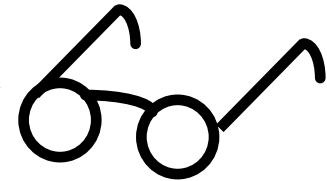


Completion

Process Confirmation Sheet:

- Dedicated time daily

Time	Column 1	Column 2	Column 3	Column 4	Column 5
08:00					
09:00	Process Confirmation	Process Confirmation	Process Confirmation	Process Confirmation	Process Confirmation
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					



- Go, Look, See

Deliverable

Just Do It !

Go Look See

Leadership is the single most critical success factor for energizing and enabling people toward implementing Lean Manufacturing.

- Leadership must develop and communicate the vision
(Managers must repeatedly articulate message)
- Leadership must be exhibited on the plant floor
(Managers must spend time on the shop floor)
- Leadership must exhibit the desired behaviours
(Managers must lead by example)

Managers must develop, understand, and fulfil their roles to

provide leadership and support in the new system.

Discipline Of Scheduled Activities

(KAMISHIBAI)

- 'T' Cards
- Checklists
- Standardised Work Audits

'T' Card Audit System

Visual Management of Scheduled Tasks

- **To perform routine auditing tasks to schedule**
- **To help the Team leader manage the line**
- **To create team work through group involvement**
- **To prevent reoccurrence of concerns i.e. Quality, Safety**
- **To regulate frequencies**
- **To delegate responsibilities on a daily basis**

SHIFTS	DAYS	TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
SHIFT A	MONDAY	BRAKE PIPES	BRAKE PIPES	CONSOLE FIT RH	SQUAB LOAD	HOORING AS	SKI FLAP
		BRAKE PIPES	BRAKE PIPES				
	TUESDAY	SEAR LEADER					
	WEDNESDAY	SQUAB LOAD					
	THURSDAY	SEAR LEADER					
	FRIDAY						
	SATURDAY						
	DAYS	TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
SHIFT B	MONDAY	BRAKE PIPES	BRAKE PIPES	CONSOLE FIT RH	SQUAB LOAD	HOORING AS	SKI FLAP
		BRAKE PIPES					
	TUESDAY	SEAR LEADER	BRAKE PIPES	CONSOLE FIT RH	SQUAB LOAD	HOORING AS	SKI FLAP
			HEADPLATE RH				
	WEDNESDAY	SEAR LEADER	HEADPLATE LH	CONSOLE FIT RH	SQUAB LOAD	HOORING AS	SKI FLAP
				SEAR LEADER			
	THURSDAY	SEAR LEADER	WING BRACE	WING BRACE	BRAKE PIPES	HOORING AS	
					HOORING AS		
	FRIDAY						
	SATURDAY						
SHIFTS	DAYS	TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6

How To Use

- **Full team involvement**
- **Update every 24 hours**
- **Position board in central area**
- **Turn card over when task completed**
- **Each card corresponds to a scheduled task**
- **Initial card when task completed**
- **T/Leader to delegate tasks**
- **All tasks to be completed by end of month**
- **Break tasks down into manageable elements**

Example of 'T' Card Use

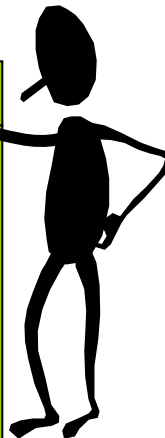
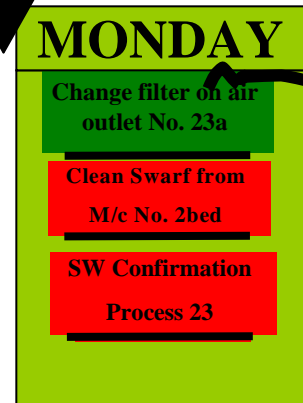
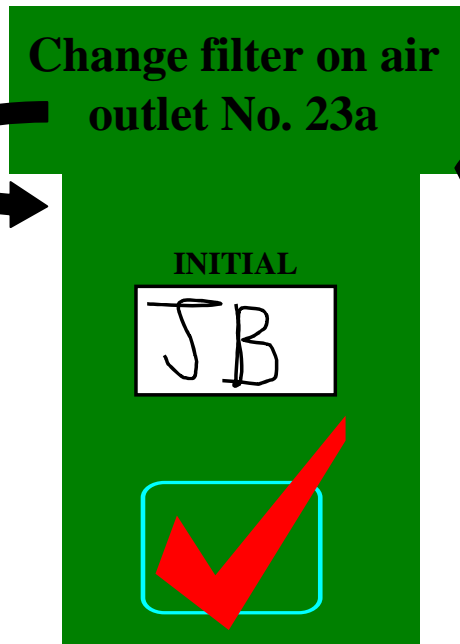
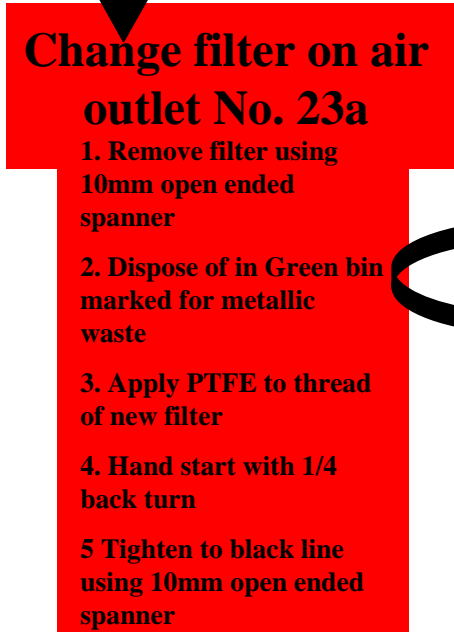
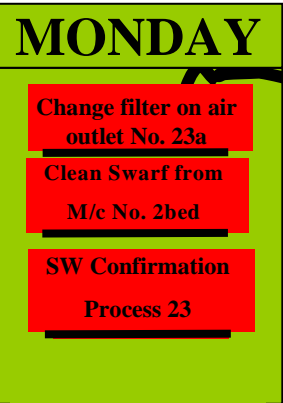
1. Team Leader reviews activities due for completion by reading the description at the top of the 'T' cards for that day.

2. Team Leader selects a task to complete.

3. The Team Leader or a team member if delegated completes the task as described on the body of the 'T' Card

4. The 'T' Card is turned over revealing the green side = Complete

5. The 'T' Card is re-positioned in its slot



The Use of a 'T' Card Audit;

- **Gives control to the Team leader**
- **Creates team participation**
- **Creates ownership within the teams**
- **Communicates across shifts that tasks are completed (or not)**