	Location: Mohammad Abubakar Atiq, F2022031002, BSIE		Date:	26th March, 2	024, Tuesday	
C . #	Process Description	Storage	Operation	Delay	Transport	Inspection
Sr # (a,b,c, etc are the sub- processes )	Consider a techician in your oil shop in your shop of your toyota coralla 1.6 CVT, you need to study your techinican processing in order to optimized labor utilization. Air filter or oil change.		0		$\Rightarrow$	
	Air Filter Replacement Process:					
1-a	Air filters are stored in a designated area within the shop.					
1-b	Organize them by type and model for easy retrieval.	☑				
1-c	Proper storage ensures quick access during replacements.	Ø				
2-a	The technician performs the replacement using appropriate tools. Steps involved:		M			
2-b	Inspection: Regularly check the air filter for dirt, debris, or damage.		Ø			
	Removal: If replacement is needed, remove the old filter.		$\square$			
	Replacement: Install a new air filter securely.		亙			
	Verification: Ensure proper placement and attachment.		<u> </u>			
	Documentation: Record the replacement in maintenance logs.		Ø	<b>_</b>		
3-a	Delays may occur due to:			<u> </u>		
3-b	Waiting for the correct filter (if not readily available).			Ø		
3-с	Technician inavailability			Ø		
4-a	The technician retrieves the filter from storage.					
4-b	Efficient transport minimizes downtime.				Ø	
5-a	The technician inspects the new filter for defects before installation.					Ø
	Ensures quality and proper functioning.					$\square$
	Oil Change Process:					
	Store oil efficiently to reduce space requirements.	Ø				
	Organize oil containers by type and viscosity	$\overline{\mathbf{Z}}$				
	Efficiently drain and refill oil.		Ø			
2-b	Train technicians to follow precise steps for oil changes.		Ø			
3-a	Minimize customer waiting time.			$\square$		
	Plan oil changes based on manufacturer recommendations.			$\square$		
4-a	Move oil containers from storage to the service area.				Ø	
4-b	Keep oil storage near the service bay.				Ø	
5-a	Ensure correct oil type and proper quantity.					Ø
5-b	Verify oil level and quality.					$\square$
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