



CREATE A
**SAFER,
SMARTER
FACILITY.**



Ministry of Micro, Small and Medium Enterprises,
Government of India



INTRODUCTION TO LEAN

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Objectives of the Training

- ▶ Start "thinking Lean"
- ▶ Basic knowledge on Lean tools for removing waste and enhancing customer value
- ▶ Begin to apply Lean in your work
- ▶ Build a foundation of knowledge about 5S
- ▶ Understand importance of culture building

History of Lean

- ▶ Continuous improvement originated in 1920s with Walter Shewart and Bell Laboratories
- ▶ Early founders: Joseph Juran and W. Edwards Deming
- ▶ Refined by and attributed to Toyota Motor Corporation in early 1960s (Toyota Production System)
- ▶ Now successfully adopted across all organizations and sectors
- ▶ Enterprise Lean launched in 2007

"In God we Trust, all others bring data".

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Types of Activities

Value-Added

- An activity the customer is willing to pay for
- Brings product closer to it's final form
- Done right the first time

Non-Value-Added

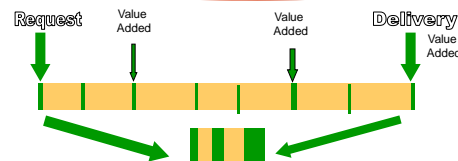
- Waste

How Lean Works



Process Excellence = Eliminate/reduce NVA + Improve VA

Lean is About Removing "Waste"



- Task time is typically 10% of total process time (lead time).
- Less than 30% of the tasks in a process add value from the customer's perspective

What is Lean?

- ▶ A time-tested method and set of tools
 - ▶ help us improve "how" we produce our products and services.
- ▶ Lean is also a mindset
 - ▶ "How can we make our services better for customers?"

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Lean helps us Understand:

1. What adds value to our customers
2. How work gets done
3. How we can identify root causes of problems
4. What an "ideal" process looks like
5. How we can improve performance
6. Whether process changes were successful

Lean is about Simplifying our Work

- ▶ Eliminate tasks that do not add value
- ▶ Make things easy and intuitive for customers and staff
- ▶ Automate repetitive tasks
- ▶ Leverage staff talent

Why Lean?

- ▶ Increasing customer expectations
- ▶ Pressure for greater accountability and transparency
- ▶ Tight and shrinking budgets
- ▶ Shrinking workforce and increasing need for a more skilled workforce.

Lean helps us improve quality, reduce costs, increase customer and employee satisfaction, & capture knowledge

LEAN PRINCIPLES

Customer Focus

Data driven decisions

Respect & grow Leaders

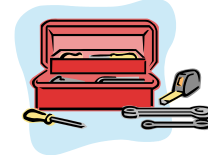
Results (set SMART goals)

Accountability

Excellence

Lean Concepts and Tools

- ▶ PDCA
- ▶ 7 Wastes
- ▶ 5S
- ▶ Standard Work
- ▶ Visual Management
- ▶ Kaizen (Kaizen Event)
- ▶ Problem solving



By now, you should have a solid foundation of 5S, and an idea of how to get started on building a system of organization and visual communication that will work for your facility.

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