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**Training of Employees on Muda, Mura, Muri**

**1. Introduction**

This document details the training program for employees on identifying and eliminating the three main types of waste (Muda, Mura, Muri) within the food manufacturing process (NIC Code 10101). Understanding and addressing these wastes is critical for improving operational efficiency, reducing costs, and enhancing product quality.

**2. Scope**

This training program applies to all employees, regardless of their role, within the food manufacturing facility. The training content will be tailored to the specific roles and responsibilities of each employee group.

**3. Training Content**

**The training will cover the following topics:**

* Muda (Waste): This includes seven types of waste:
* Transportation: Unnecessary movement of materials or products.
* Inventory: Excessive stockpiles of raw materials, work-in-progress, or finished goods.
* Motion: Unnecessary movements by employees.
* Waiting: Idle time waiting for materials, equipment, or instructions.
* Overproduction: Producing more than is needed or demanded.
* Over-processing: Performing more work than necessary.
* Defects: Producing faulty or substandard products.
* Mura (Inconsistency): Variations in processes, quality, or output that lead to inefficiencies and increased risk.
* Muri (Overburden): Overstraining employees or equipment beyond their capacity, leading to increased error rates, burnout, and equipment failure.

**4. Training Methodology**

**The training will utilize a blended approach incorporating:**

* Interactive Workshops: Hands-on exercises and group discussions to reinforce learning and encourage participation.
* Visual Aids: Presentations, diagrams, and videos to illustrate concepts and best practices.
* Case Studies: Real-world examples of Muda, Mura, and Muri within the food manufacturing industry to demonstrate their impact and effective countermeasures.
* On-the-Job Training: Supervised practical application of learned concepts in the workplace.
* Post-Training Assessment: Tests and practical evaluations to assess employee understanding and skill acquisition.

**5. Training Schedule**

The training schedule will be developed based on departmental needs and employee availability. Training will be conducted in manageable sessions to ensure effective knowledge retention.

**6. Compliance Notes**

This training program must comply with all relevant health and safety regulations and company policies. Training records, including attendance sheets and assessment results, should be meticulously maintained.

**7. Practical Guidelines**

* Use real-world examples relevant to the food manufacturing environment.
* Encourage active participation and discussion amongst employees.
* Provide ongoing support and coaching to employees after the training.
* Regularly review and update the training program to reflect changes in processes and best practices.
* Integrate the training into existing performance management systems.

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