

The background image shows a person's hands in a dark suit, pointing with a pen at a line graph on a document titled 'Trading Graph'. The graph shows an upward trend. Other documents on the desk include one with a pie chart showing percentages (50%, 30%, 15%, 5%) and another with the heading 'Current financial situation'. A laptop is partially visible in the upper right, and a calendar with a date marker for 'Dinner with family 5:15 pm' is in the lower left. A semi-transparent dark box with white text is overlaid on the right side of the image.

STEPS 03 & 04: CONVERT INTERNAL SETUP & STREAMLINE WORK

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					

STEP 03: CONVERT INTERNAL ACTIVITIES TO EXTERNAL

YOUR ORGANIZATION SHOULD TRY TO CONVERT ITS INTERNAL SETUP ACTIVITIES INTO EXTERNAL ACTIVITIES BY:

- **CHANGING WORK METHODS**
- **ADDING WORK AIDS**
- **PURCHASING DUPLICATE SET OF TOOLS OR EQUIPMENT**

HERE ARE SOME TIPS & TRICKS TO ENABLE THE CONVERSION OF INTERNAL SETUP ACTIVITIES TO EXTERNAL:

HEATING

**MATERIALS CAN BE PREHEATED
OUTSIDE THE SETUP**

**PREHEAT THE MATERIAL IN ANOTHER
VESSEL**

**SAME TYPE OF REASONING CAN ALSO
BE APPLIED TO OTHER OPERATIONS
LIKE COOLING AND MIXING OF
MATERIALS**



CLEANING

CLEANING ACTIVITIES CAN ALSO BE CONVERTED INTO EXTERNAL SETUP ACTIVITIES BY:

- **USING TWO SETS OF TOOLS AND EQUIPMENT**

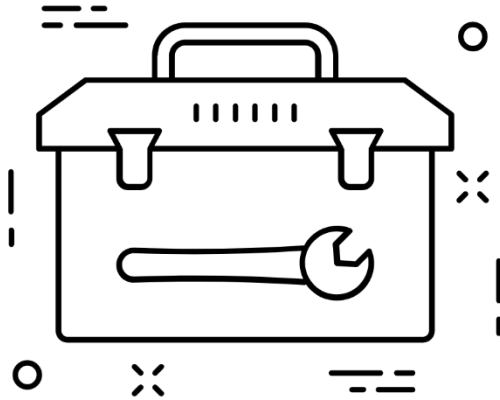
WORKERS CAN REPLACE CONTAMINATED EQUIPMENT WITH A CLEAN SET TO CONTINUE THE PRODUCTION PROCESS WHILE THE CONTAMINATED EQUIPMENT IS CLEANED EXTERNALLY



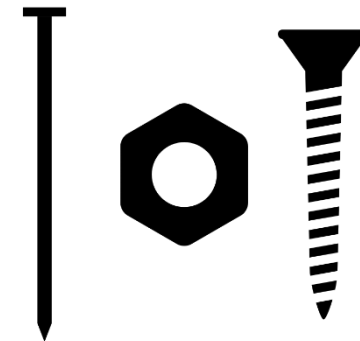
STEP 04: STREAMLINE WORK

SIMPLIFYING INTERNAL ACTIVITIES AND STREAMLINING THE WORK IN YOUR ORGANIZATION REDUCES SETUP TIMES

USE OF STANDARDIZED PARTS ALSO SIMPLIFIES THE PROCESSES AND REDUCES SETUP TIMES



HAVE MULTIPLE TOOLKITS



USE STANDARDIZED PARTS