



# STEPS 01 & 02: ANALYZE PROCEDURES & SEPARATE ACTIVITIES

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 01: ANALYZE EXISTING SETUP PROCEDURES**

**EXISTING SETUP PROCEDURE IS RECORDED, NORMALLY WITH THE HELP OF VIDEOTAPES**

**MANAGEMENT COLLECTS INFORMATION OF THESE PROCEDURES FROM ITS EMPLOYEES**

**PROCEDURES ARE THEN ANALYZED TO DETERMINE HOW THEY CAN BE IMPROVED**



## STEP 02: SEPARATE INTERNAL & EXTERNAL ACTIVITIES

**EXTERNAL SETUP ACTIVITIES ARE THOSE THAT CAN BE PERFORMED WITHOUT STOPPING THE CURRENT PRODUCTION PROCESS**

**YOUR ORGANIZATION CAN IMPROVE SETUP PROCESS BY SEPARATING EXTERNAL FROM INTERNAL SETUP ACTIVITIES**

**THEN DEVELOPING A PLAN TO PERFORM THE EXTERNAL ACTIVITIES, WHILE THE PRODUCTION PROCESS IS UNDER WAY**

**THUS, TIME IN THE PRODUCTION PROCESS IS SAVED**