



# Mejorar la norma (simplificarla, aclararla, hacerla más eficiente)

## Cuadrante D



10. <u>Standard optimization</u>																	
Shows the combination of settings and tasks that eliminate the problem from reoccurrence. Optimize the standard with the concept: No tools, no time, no talents! Address the systemic fix and eliminate/minimize error traps.																	
		No tool, no time, no talent					Eliminate error traps					Countermeasures					
<u>No tool, no time, no talent</u>		frequent (1), rare (2), eliminated (3) difficult/ not standard (1), easy if qualified (2), setting is fixed (3) high error rate (1), often sufficiently executed (2), fail-safe (3) difficult to detect (1), can find deviations from standards (2), continuously monitored (3) Highly qualification (1), qualified in minutes (2), self-explanatory (Poka Yoke) (3) Total for Task Difficulty ** Try to improve the total if sum is less than 10					unrealistic to complete (1), challenging (2), no issue (3) stressful (1), distracting (2), normal/no issue (3) multitasking is required (1), task sometimes interrupted (2), focus on single task (3) Data interpretation required (1), data distributed (2), data follows task flow (3) Completely new (1), partly known (2), similar to existing (3) Total for Error Traps Try to improve the total if sum is less than 10					Transfer to tracking system or use this sheet					
1) Frequency of the task?																	
2) Simplicity of the task?																	
3) Task can be assessed as passed or failed?																	
4) Ease of detection of deviation from standard?																	
5) Required skill level to meet the standard?																	
6) Total score for task difficulty																	
<u>Eliminate error traps</u>																	
7) High workload/hurrying/rushing																	
8) Environment (Noise, Humidity, Temperature)																	
9) Task focus (ability to focus on one task)																	
10) Confusing information or displays																	
11) Task familiarity for the person doing the task																	
12) Total score for Error Traps																	
		1	2	3	4	5	6	7	8	9	10	11	12	step	name	date	track
First-cut standard	CO instruction	1	3	1	1	2	8	2	3	2	1	2	10	Adjust format list			
														introduce check list	Javor	15th August	⊕
Improved standard		1	3	2	3	2	11										
First-cut standard	CL bundle packer	1	1	1	1	1	5	3	3	3	1	2	12	update CL List	Javor		
														Create OPL at bundlepaker	Sabine	1st of August	⊕
Improved standard		1	3	2	3	3	12										
First-cut standard	CIL ionisation rod	1	1	1	1	1	5	3	3	3	1	1	11	Include in maintenance schedule			
														Make control lamp visible	Javor	7th Januar	⊕
Improved standard		1	3	3	3	3	13	3	3	3	2	2	13				

\*\* If the value is ≤ 9, try to further simplify the new standards.

Definition of status: ☐ started ☐ in progress ☐ largely completed ☐ completed

Comprender la causa raíz del sistema, simplificar la norma y confirmar la solución

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### CONSEJOS:

- // Optimizar la norma:
- // ¡No hacen falta herramientas, tiempo ni talento!
- // Debe reflejar la solución sistémica.
- // Eliminar/minimizar las trampas (conocimiento - ejecución - comunicación).

### TRAMPAS:

- // SOLUCIONES:
- // No conseguir que todo el mundo esté implicado
- // No tener un plan de implementación (conocimiento - ejecución - comunicación)
- // Sin verificación
- // Sin estandarización

RESTRICTED