

### Detailed Suggested Action Plan

Area of Focus	Detailed Recommendation	Responsible Stakeholder	Expected Outcome
Roll Handling	Assign helpers 15 mins before shift to load rolls; use pre-positioned material trolleys	Shift Supervisor	20–30% reduction in Roll Loading idle time
Break Management	Implement staggered breaks for two operator groups; use countdown timers for awareness	HR & Production	Reduced Lunch & Tea break idle time
Material Readiness	Maintain buffer stock near machines; real-time alerts between store and machine area	Material Planning Team	Minimal waiting time for material
Machine Setup	Create SOPs for machine settings/changeovers; paste SOPs near each machine	Technical Lead	Reduced setup/changeover delays
Cross-functional Support	Cross-train operators to assist neighboring machines during idle time	Floor Incharge	Better workforce utilization
Daily Review System	Introduce 5-min idle review meetings at shift end; track reasons and discuss	Production Incharge	Higher awareness, root cause identification
Idle Alerts	Set idle time threshold alert (10 mins) with supervisor intervention protocol	Shift Supervisor	Faster response to long idle events
Performance Monitoring	Generate weekly idle time reports; reward teams with lowest idle %	Plant Manager	Encourages ownership and efficiency