|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Quality Check | | | Safety Precaution | | Standard WIP | |
|  | | |  | |  | |
| Purpose: | | | | | | |
| Related policies or evidence: | | | | | | |
| Roles or work units that must adopt this process: | | | | | Takt time: | |
|  | | | | | | |
| STEP Add quality, safety or WIP symbols as needed | **OPER-ATOR**  List role responsible for each task | TASK DESCRIPTION | | TOOLS OR SUPPLIES REQUIRED  * Fill in as needed to explain use of a specific tool or supply * ­­Add photos if valuable to provide clear instructions | | CYCLE TIME Add if converting to standard work |
| **1.** |  |  | |  | |  |
| **2.** |  |  | |  | |  |
| **3.** |  |  | |  | |  |
| **4.** |  |  | |  | |  |
| **5.** |  |  | |  | |  |
| **6.** |  |  | |  | |  |
| **7.** |  |  | |  | |  |
| **8.** |  |  | |  | |  |
| **9.** |  |  | |  | |  |
| **10.** |  |  | |  | |  |
| **11** |  |  | |  | |  |
| **12.** |  |  | |  | |  |
| **13.** |  |  | |  | |  |

**Photo Page (optional; use as many sections as needed and post with the standard process description)**

|  |  |
| --- | --- |
|  | **DEFECTIVE EXAMPLE**  (of finished product or key process step;add notes as needed) |
|  | **DEFECT-FREE EXAMPLE**  (of finished product or key process step;add notes as needed) |