|  |  |  |
| --- | --- | --- |
| Quality Check | Safety Precaution | Standard WIP |
|  |  |  |
| Purpose:  |
| Related policies or evidence: |
| Roles or work units that must adopt this process: | Takt time: |
|  |
| STEPAdd 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 TIMEAdd 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) |