

# Setup

Setup is the time spent preparing to provide the next product or service.

## Typical setup activities:

- Gathering
- Transporting
- Opening
- Removing from packaging
- Assembling
- Installing
- Adjusting
- Presenting
- Disassembling
- Cleaning

# Setup Reduction

Setup reduction is a method to reduce or eliminate setup time to increase capacity and flexibility.

## Increase

- Quality
- Flexibility
- On-time delivery
- Value-added time
- Capacity
- Productivity

## Decrease

- Process bottlenecks
- Space requirements
- Need for large batches
- Waiting
- Lead time
- Need for adjustments
- Downtime of staff and equipment

## Definitions

**Internal setup activities** are activities that must occur after the process is complete.

**External setup activities** are activities that can be done ahead of time or that can prepare for the next process while the current process is still running.

# Steps to Setup Reduction

