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

Step 6: Improve external setup

Step 5: Improve internal setup

Step 4: Convert internal setup to external setup

Step 3: Separate internal setup from external setup

Step 2: Establish your reduction goals

Step 1: Understand your current state