



ANDON

A line indicator light or board hung above the production line to act as a visual control. Andons are used to visually signal an abnormal situation.

CAUSE & EFFECT DIAGRAM /
FISHBONE DIAGRAM

A problem-solving tool used to establish relationships between effects and multiple causes.

6S

A method of creating a self-sustaining culture that perpetuates an organized, clean & efficient work place by Sorting, Setting in order, Shining, Safety (eliminating unsafe conditions), Standardizing, and sustaining.

5 WHYS

A simple problem solving method of analyzing a problem or issue by asking “Why” five times. The root cause should become evident by continuing to ask why a situation exists.

FLOW CHART / PROCESS MAP

A problem solving tool that illustrates a process visually. It can show the “as is” (current state) process or “should be” (future state) process for comparison and should make waste evident.

KAIZEN

Japanese for Continuous Improvement, Based on the philosophy that what we do today should be better than yesterday and what we do tomorrow should be better than today, never resting or accepting status quo.

KANBAN

A means of communicating need for products or services. It is generally used to trigger the movement of material where one piece flow cannot be achieved, but is also used to “signal” upstream processes to produce product for downstream processes.



POKA-YOKE	A Japanese expression meaning “common or simple, mistake proof.”
STANDARDIZATION	The system of documenting and updating procedures to make sure everyone knows clearly and simply what is expected of them. Essential for measuring and implementing continuous improvement.
TAKT TIME	The frequency with which the customer wants a product. How frequently a sold unit must be produced. The number is derived by dividing the amount of time available in a shift by the customer demand for that shift. TAKT time is usually expressed in seconds.
VALUE STREAM	All of the steps, both value added and non-value added that are required to deliver a product or service to a customer.
VISUAL MANAGEMENT	Systems that enable anyone to immediately assess the current status of an operation or given process at a glance, regardless of their knowledge of the process.
VOICE OF THE CUSTOMER (VOC)	Desires and requirements of the customer at all levels, translated into real terms for consideration in the development of new products, services and daily business conduct.
WASTE TYPES	<p>DOWNTIME:</p> <ol style="list-style-type: none">1) Underutilized human talent2) Waiting3) Inventory4) Transportation5) Defects6) Motion7) Overproduction8) Processing