

SMED WORKSHOP 4 [Slide 53]

The purpose of this work-shop is to make a first version of your check-list.

CHECKLIST

Assignment: Write a checklist of everything that needs to be done and be ready before a change-over.

Notes:

Focus on the external elements in the set-up time classification: these are the ones we should look at today.

The checklist will include functional checks, elements that must not be forgotten, staffing, special tools, etc.

When done properly, there should be no surprises or disturbances during the set-up operation. If there are, then update the checklist!

Typical categories are:

- Tools and utilities (power tools: pneumatic or electric)
- Dies and parts, down to “cloth for wiping down the die”
- Instructions: preparations; the actual change activity, including the number of people; and follow-up activities

