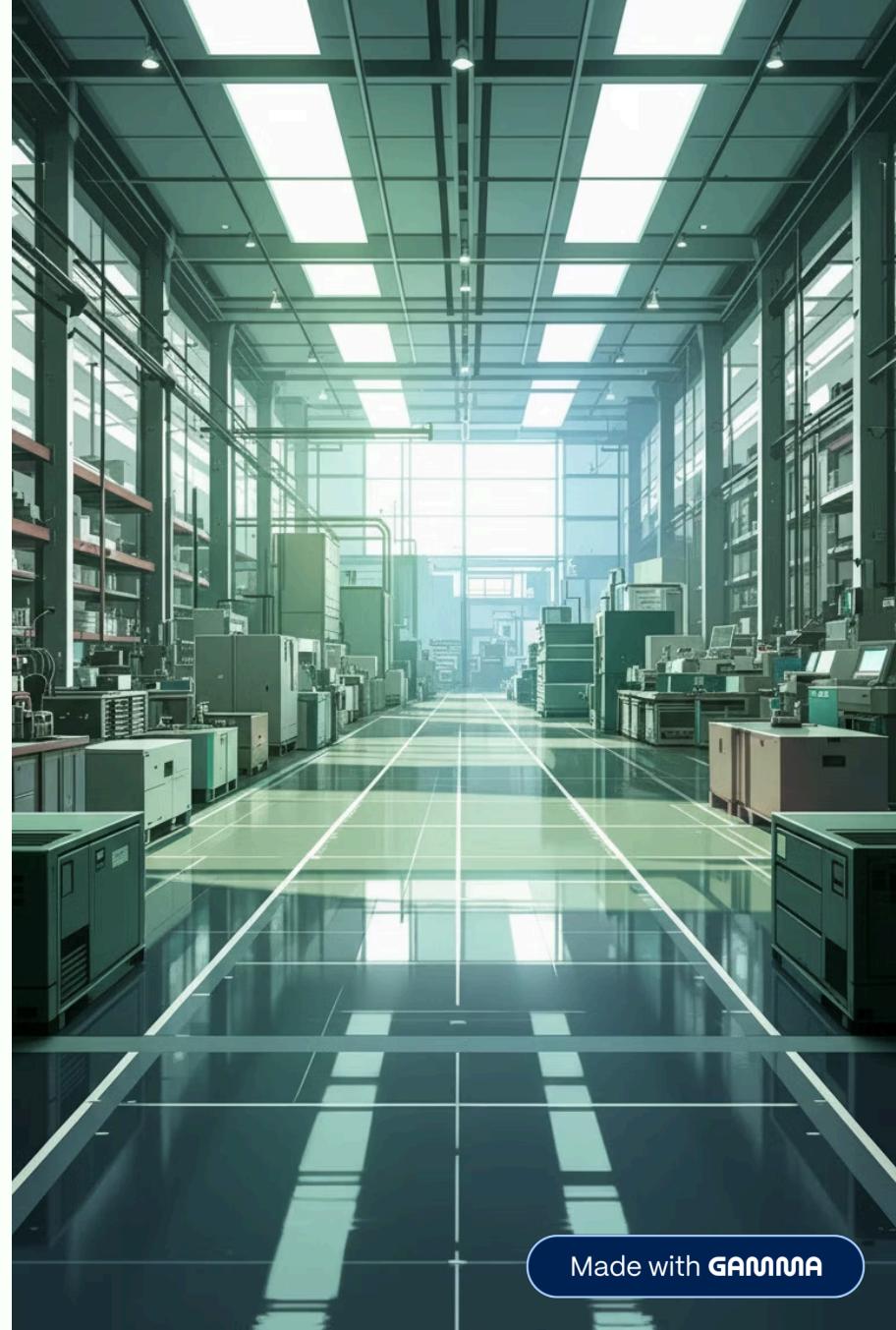


# Lean Manufacturing

**Working Smarter, Not Harder**



# Why Are We Here?

Every day at work, we face challenges that slow us down and make our jobs harder. These are common problems that affect everyone in manufacturing and office environments.



## Waiting

Standing idle for materials, approvals, or equipment to be ready



## Rework and Mistakes

Fixing errors and doing the same job twice wastes time and energy



## Stress and Confusion

Unclear instructions and changing priorities create daily frustration



## Wasted Time and Effort

Extra steps and unnecessary motion that don't add value to the product

**Good news:** Lean Manufacturing helps fix these daily problems and makes work easier for everyone.



# What Is Lean Manufacturing?

Lean Manufacturing is a practical approach to improving how we work. It's not complicated—it's about common sense and making your job easier, safer, and more rewarding.

## Focus on Value

Do what matters to the customer. Remove activities that don't add value.

## Reduce Waste

Identify and eliminate anything that slows you down or creates extra work.

## Make Work Easier and Safer

Improve processes so everyone can do their job efficiently and without risk.

## Improve Quality and Speed

Deliver better results faster by removing obstacles and streamlining steps.

- ☐ **Key idea:** Lean is about working smarter, not harder. It respects your time and expertise.

# What Is Value?

## **Value is what the customer is willing to pay for**

Think about it from the customer's perspective. They want a quality product that works correctly, arrives on time, and meets their needs. Anything that helps achieve this is value. Anything that doesn't is waste.

### **Examples of value:**

- Getting it right the first time
- Zero defects or quality issues
- On-time delivery every time
- Products that meet specifications



Important: If an activity doesn't make the product better, faster, or more reliable for the customer, it's waste—and an opportunity to improve.

# The 8 Types of Waste

## Remember: DOWNTIME

Waste is anything that doesn't add value. Recognizing these eight types helps you spot opportunities to improve your daily work.

01

### Defects

Errors, rework, scrap, and corrections that require extra effort

02

### Overproduction

Making more than needed or making it too early

03

### Waiting

Idle time waiting for materials, information, or equipment

04

### Non-utilized Talent

Not using people's skills, ideas, and creativity

05

### Transportation

Unnecessary movement of materials or products

06

### Inventory

Excess materials or products sitting around unused

07

### Motion

Extra walking, reaching, bending, or searching

08

### Extra Processing

Doing more work than the customer requires

**Remember:** Every waste you spot is an opportunity to make your work easier and more efficient.

# 5S: Organize Your Workplace

5S is a simple system to organize your workspace. A clean, organized area reduces errors, saves time, and makes work less stressful. It's like keeping your kitchen clean while cooking—everything is easier when you know where things are.



## Sort

Remove what you don't need. Keep only the tools and materials you use regularly.

## Set in Order

Give everything a home. Put items where they're easy to find and use.

## Shine

Clean your workspace daily. A clean area helps you spot problems early.

## Standardize

Make it the same every day. Create routines everyone can follow.

## Sustain

Make it a habit. Keep the system going with teamwork and discipline.

# Standard Work

## The best known way to do the job

Standard Work means documenting the most effective method to complete a task. It's not about being rigid—it's about capturing what works best so everyone can succeed.

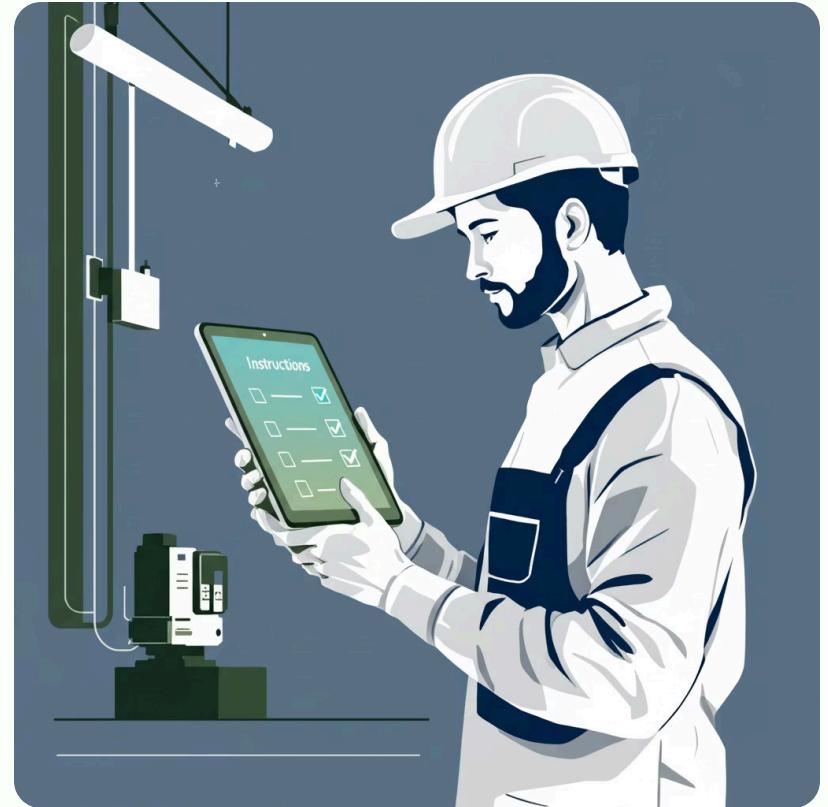
### What Standard Work includes:

- Clear, step-by-step instructions
- The same method every time
- Safety requirements and quality checks
- Estimated time for each step

### Key Benefits:

- Fewer mistakes and defects
- Easier and faster training
- Consistent, predictable results
- A baseline for improvement

Standard Work isn't about limiting creativity—it's about freeing people to focus on improving the process rather than reinventing it every time.



# Visual Management

## If you can see it, you can fix it

Visual Management uses simple, visual cues to make information obvious at a glance. When everyone can see the status of work, problems become easier to spot and solve quickly.

### Labels and Signs

Clear labels show what goes where and reduce confusion

### Color Coding

Colors instantly communicate status, priority, or category

### Status Boards

Boards display progress, goals, and problems for everyone to see

Visual tools reduce the need for questions and meetings. They help teams stay aligned and respond to issues in real time.



# Kaizen: Continuous Improvement

Kaizen is a Japanese word meaning "change for better." In Lean, it means making small improvements every day. You don't need big projects or expensive solutions—small changes add up to major results over time.

## Small Steps

Focus on tiny improvements you can make today. Even one minute saved matters.

## Everyone Contributes

You know your job better than anyone. Your ideas are valuable and needed.

## Daily Practice

Improvement isn't a one-time event. It's a mindset and a daily habit.

## Big Results

Small changes create momentum. Over time, they transform how work gets done.

**You are the expert in your work.** Your suggestions matter. Speak up when you see a better way to do something.

# Your Lean Journey Starts Now

Lean Manufacturing isn't about pressure or perfection. It's about making work easier, safer, and more rewarding for everyone. You now have the tools to spot waste, suggest improvements, and contribute to a better workplace.

## Lean Is Simple and Practical

You don't need fancy tools or complex methods. Start with what you have.

## Waste Is Everywhere

Once you know what to look for, you'll see opportunities to improve daily.

## Small Improvements Matter

Don't wait for big changes. Every small step forward counts.

## Everyone Can Help

Your ideas and experience make a difference. Lean works when we work together.

## Lean is a journey, not a project

Small steps. Every day. Together.



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