



## Standardize Processes

Standardizing processes is a key lean concept that involves documenting and conforming to consistent procedures for each process task. Benefits include:

- **Improved Quality** - Well-defined standards enable stable, repeatable outputs and reduce defects.
- **Increased Efficiency** - Workers don't waste time improvising new methods for each job.
- **Faster Onboarding** - Training new employees is straightforward using standardized work instructions.
- **Flexible Workforce** - Employees can switch tasks rapidly working to the same standards.
- **Identification of Waste** - Comparing standard times to actual highlights inefficiencies.
- **Continuous Improvement** - Standards provide a baseline for incremental enhancements.

Steps for standardizing work:

1. Document the existing process by direct observation and time studies.
2. Break the process down into distinct work elements and steps.
3. Identify the best practice method for each step.
4. Write work instructions describing the process steps, key points, and standard time.
5. Train employees on properly following the new standard.
6. Assess adoption and regularly audit conformance to the standardized process.
7. Update standards as improvements are identified.

Standardized work instructions strike a balance between consistency and flexibility required for variations. They provide a playbook for executing work correctly the first time.