Making work instructions for our manufacturing processes

Overview
TMP Manufacturing Company Inc. is moving to a new location and they want to preserve their current manufacturing processes for the Mold Room. The challenge for the team was to take videos and notes of four different processes then translate them into a work instruction format. The goal was to have a set of standard work instructions that can be used to train new hires and as a reference for long time employees.

Objectives
The objective of this project was to create an instruction manual following ISO standards of the processes in the Mold Room at TMP Manufacturing.

Approach
- The team talked to TMP employees trying to gather information
- The team visited the site to take several videos to capture the different processes in the Mold Room
- Notes and pictures were also taken while the employees were filling the panels with the foam
- The notes were then translated into work instructions
- The first draft of the instructions were checked with TMP employees
- The instructions were then sent back to the team to fix mistakes and add visuals
- The work instructions were then reviewed by veteran employees to make sure they were correct
- The team then finalized the instruction set
- The final instruction set and the related videos were then put on a flash drive to give to TMP

Outcomes
- The sponsor will potentially save $1,000 as a result of this project by reducing/eliminating rework needed.
- New employee training time were reduced by 50% as a result of this project.