SEMBIT3-13 - SQA Unit Code F9HL 04
Applying flow process analysis

Overview

This unit covers the competences required to apply flow process analysis. It involves applying the principles and procedures of flow process analysis, within a given work area, to produce a flow process analysis sheet. You will be required to identify and establish elements of waste and problems or conditions within the process where improvements can be made. You will need to evaluate and prioritise the opportunities for improvement, and to assist in this activity you will be required to produce a payback matrix.

You will also be expected to use the information gathered to define quantifiable objectives and targets for all the identified improvement activities, with an appropriate measure and timescale for their implementation. The flow process analysis will focus on establishing value added and non-value added activity.

Your responsibilities will require you to comply with organisational policy and procedures for the activities undertaken, and to report any problems that you cannot solve, or that are outside your responsibility, to the relevant authority. You will be expected to take full responsibility for your own actions within the activity, and for the quality and accuracy of the work that you carry out.

Your underpinning knowledge will provide a good understanding of your work, and will provide an informed approach to the techniques and procedures used. You will need to understand the principles and procedures of flow process analysis, and its application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

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Performance criteria

You must be able to:

- P1 work safely at all times, complying with health and safety and other relevant regulations and guidelines
- P2 co-ordinate and carry out the process flow analysis mapping activity within a given work area
- P3 produce a flow process analysis sheet
- P4 identify and record the opportunities for improvement within the process
- P5 evaluate the opportunities for improvement, and prioritise these using suitable criteria
- P6 define quantifiable objectives and targets for all the defined improvement activities

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Knowledge and understanding

You need to know and understand:

K1 the health and safety requirements of the area in which you are carrying out the flow process analysis activities

K2 how to describe a process in its elements/activities of work

K3 the eight forms of waste within a lean working environment

K4 the symbols and abbreviations used for flow process analysis (such as those defined by the American Standard for Methods Engineering (ASME) - to include operation, inspection, transport, waiting, storage)

K5 how to map out a process or deployment flowchart, using the recognised symbols

K6 what are classed as value-added and non-value added activities

K7 how to establish which of the elements/activities in the process are value added or non-value added

K8 how to identify opportunities for improvements to the process

K9 how to use data to eliminate activities that do not add value to the process

K10 how to construct an action plan that will simplify the value added activities and eliminate the non- value added activities

K11 how to construct an action plan (such as payback matrix)

K12 the extent of your own authority, and to whom you should report in the event of problems that you cannot resolve

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Additional Information

Scope/range related to performance criteria

You must be able to:

1. analyse the data obtained into **both**:
   - 1.1. non-value added activity
   - 1.2. value added activity
2. create and agree an action plan which:
   - 2.1. eliminates non-value added activity
   - 2.2. simplifies value added activity

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