

## Overview

This unit covers the competences required for carrying out lead time analysis. It involves adhering to the principles and carrying out the processes of lead time analysis to selected parts or processes. You will be expected to collect information/data for the production of a frequency diagram listing the major bottlenecks or constraints as identified by each lead time profile and to recommend quantifiable objectives and targets for the reduction in lead time of the chosen parts or processes.

You will also be expected to make recommendations to identify any problems or conditions within the work area/process where improvements can be made and make recommendations for the production of revised lead time profiles, identifying the improved process.

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 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 lead time 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.

## Specific Unit Requirements

The word 'contribute' is used throughout this unit. This means that, although the outcomes of this unit may be carried out and achieved as part of a team, in order to prove consistent competent performance you must be able to demonstrate:

1. Specific, quantifiable and auditable personal contributions in the achievement of this unit
2. Competence in all the areas required by the standard
3. Your ability to combine the performance statements specified when contributing to the application of the principles and processes of this unit.

#### 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 collect information/data for the production of a frequency diagram
- P3 recommend quantifiable objectives and targets for the reduction in lead time of the chosen parts or processes
- P4 carry out lead time analysis and create lead time profiles for all of the representative parts or processes chosen
- P5 make recommendations to identify any waste, problems or conditions within the work area where improvements can be made
- P6 make recommendations for the production of revised lead time profiles, identifying the improved process
- P7 make recommendations for the production of a plan for the improvement activities and resources required with timescales to achieve the targeted lead time

#### Knowledge and understanding

*You need to know and understand:*

- K1 the health and safety requirements of the work area in which you are conducting the activity
- K2 from whom authority is gained for the release of the information required to create lead time profiles
- K3 the information required to construct the lead time profiles, and where this information can be obtained
- K4 how to create lead time profiles
- K5 how to create frequency charts
- K6 the techniques used to communicate the information and results obtained by this process
- K7 how to differentiate between lead time and cycle time
- K8 problem solving and root cause analysis (such as: Ishikawa diagrams, brainstorming)
- K9 the extent of your own authority, and to whom you should report in the event of problems that you cannot resolve

## **Additional Information**

**Scope/range  
related to  
performance  
criteria**

You must be able to:

1. contribute to the identification of improvement opportunities covering **two** of the following:
  - 1.1. supply or delivery of parts
  - 1.2. improved workflow
  - 1.3. improved quality
  - 1.4. flexibility of people
  - 1.5. launch of material
  - 1.6. inventory balancing

## **SEMBIT2-07** - SQA Unit Code F9JD 04

### Contributing to carrying out lead time analysis

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