
Overview

This unit covers the competences required for applying lead time analysis. It involves applying the principles and processes of lead time analysis to selected parts or processes. You will be expected to identify suitable parts or processes for which lead time profiles are to be produced, and then to define and confirm suitable and quantifiable objectives and targets for the reduction in lead time and the creation of lead time profiles for all of the representative parts or processes chosen.

You will also be expected to identify and confirm any problems or conditions within the work area/process where improvements can be made. This will require the production of a frequency diagram, listing the major bottlenecks or constraints as identified by each lead time profile. Typically, improvements would focus on supply or delivery of parts, improved workflow, improved quality, flexibility of people, launch of material and inventory balancing.

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 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.

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 and co-ordinate information/data to produce a frequency diagram, listing the major bottlenecks or constraints as identified by each lead time profile
- P3 define and confirm quantifiable objectives and targets for the reduction in lead time of the chosen parts or processes
- P4 co-ordinate the lead time analysis, and the production of lead time profiles for all of the representative parts or processes chosen
- P5 identify and confirm any problems or conditions within the work area where improvements can be made
- P6 produce revised lead time profiles, identifying the improved process
- P7 produce a plan of 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 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 co-ordinate and create lead time profiles
- K5 how to co-ordinate and 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 applying 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. identify improvement opportunities for **three** 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

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Applying lead time analysis

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