

## Selangor Human Resource Development Public Training

### TITLE OF TRAINING PROGRAM

MOST Work Measurement for Lean Solutions

*MOST® Work Measurement for Process Redesign Product/ Equipment Re engineering & Workflow Improvement.*

*MOST® is a proprietary product Accenture LLP (H.B. Maynard & Co., USA) – 4 Days Certified Training with International License*

### TARGET GROUP

Who Should Attend & Their Objective Applications – Almost Everyone In Manufacturing Can Benefit From MOST® Application

1. Industrial Engineers who are responsible for developing workflow layout improvement and development of standard work and cycle time .... And ergonomics improvement
2. Process Engineers who are developing the best method of work sequence for operators working with tools, process sequences, machine operations and determining opportunity for self inspection
3. Manufacturing engineers who are seeking improvement to design of tooling fixtures, jigs, conveyor best speed as well as part design to ease assembly work
4. R & D engineers who are designing new products and who want to know how their design will impact on assembly work and how best to design a product to reduce manufacturing cycle time
5. Procurement engineers and value engineers who are seeking cost reduction for their parts manufacturing by out-sourcing – They will be equipped with a powerful tool to re-design their suppliers' facilities
6. All manufacturing personnel who are involved in Kaizen, Set-up Reduction and development of standard work to train the operators to achieve quality performance
7. Quality engineers who need to know how to develop inspection methods, with all kind of gages and measurement instrument and set appropriate inspection time for the operation. Quality engineers who enrolled on this course will learn for the first time the Theory of Inspection and how the 4 type of inspection effects inspection time.
8. Lean Implementers will have the best tool to balance cycle time for One-Piece Flow Design

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### OBJECTIVES

- Get certified now from HB Maynard using the world most renowned technique..... MOST® Work® Measurement for Process Design, Workflow layout Design, Equipment Design and Product Design.... and Standard Work Development. This is an application based training to help the manufacturing personnel and service engineering personnel as well as administrative system personnel apply the assessment technique to design improvement needed for their production and administrative system to flow at the PITCH TIME to achieve DELIVERY TO TAKT TIME.
- To assess your current production system for achieving LEAN WORKFLOW SYSTEM and total ELIMINATION OF WASTE ... in work processes, product design, workflow layout and equipment / tooling design.
- Using MOST® technique is the best way to get your company to get ahead to DESIGN PROCESS FLOW RIGHT THE FIRST TIME..... and to continue to use MOST® for support all your KAIZEN activities for reduced setup time and continuous improvement.....
- MOST® Certified Training ensures you are provided with the application know-how to HELP YOUR COMPANIES REDUCE COST in many ways..... HB Maynard of USA international team of experts will provide the training and ensure you become qualified ..... and licensed to apply the MOST® system...

### TRAINING METHODOLOGY

Structured Activities – Lecture, Assessment and Case studies

### DURATION

4 days

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## TRAINING PROGRAM OUTLINE

Day 1

*Morning Session*

*9:00 am to 12.30 pm*

### Basic Industrial Applications of the MOST® Technique

- 1.1 Industrial Applications of the MOST® System To Process Design, Workflow Redesign, Equipment Design & Product Design, and Ergonomics
- 1.2 **Establishing The Basic Fundamental of the MOST® Technique**
- 1.3 MOST® Methodology & Applied Applications
- 1.4 Practice Session On How To Use The MOST® Sequences For Work Analysis

Day 1

*Afternoon Session*

*1:30 am to 5.00 pm*

### Movement And Assembly of Parts

- 1.5 The Action Distance Applied To Human Work – For Sitting, Standing, Walking Operations
- 1.6 The Body Posture Displacement And How Time Are Dispensed With Lifting Weight Motions
- 1.7 The Placement of Assembly Objects Or Objects Moved To Equipment, Conveyor Belt And To Another Locations.
- 1.8 Applied Application of MOST® to Any Manufacturing, Engineering, or Service Operations

Day 2

*Morning Session*

*9:00 am to 12.30 pm*

### Extending MOST® Analysis To Machine Process Operations

- 2.1 The Restricted Movement of Machine Parts, Object Parts, Buttons, Switches, etc
- 2.2 The Limited Displacement of Object As In Insertion, Sliding Pressing, Pushing, Turning, Rotating, etc....
- 2.3 The Controlled Movement For Precision Alignment, Adjustment of Parts

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### 2.4 Practice Session On The Part Machine Assembly Operation

#### Day 2

*Afternoon Session*

*1:30 am to 5.00 pm*

#### Examining Part Alignment And Machine Process Time

- 2.5 The Theory of Alignment And The Area of Normal Vision
- 2.6 The Machine Process Time, Tool Process Time With Minor Variation
- 2.7 The Fixed Cycle Test Time, Cure Time And Fast Automatic High Speed Assembly
- 2.8 How To Work The Process With Machine Cycle Time
- 2.9 Practice Session How To Apply MOST® To Improve The Product Design, Process Design And Continuous Flow Layout Design

#### Day 3

*Morning Session*

*9:00 am to 12.30 pm*

#### **Industrial Tools Of All Kinds – Analysis With Tools And Special Application**

- 3.1 Establishing The Tool Use Sequence Formulation
- 3.2 **Standard Industrial Tool Application And Include Also Special Tooling**
- 3.3 Single Part Application And Multiple Part Application With Industrial Tool And How Their Process Time Is Built Up
- 3.4 Practice Session On The Use Of Special Tools And Method Of Tool Application Determine The Efficiency Of The Operation

#### Day 3

*Afternoon Session*

*1:30 am to 5.00 pm*

#### Kaizen Study And Special Tool Process Study

- 3.5 Kaizen Study Using MOST® To Analyze A Man-machine Study

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- 3.5.1 Establish The Necessary Work Activities
- 3.5.2 Develop The Cycle Time
- 3.5.3 Determine The Best Method
- 3.5.4 Reduce The Wasteful Elements
- 3.5.5 Establish The Standard Work
- 3.6 Measurement Tools Gages And Digital Measurement Devices And How Their Design Affect Motions And Time
- 3.7 Special Cut Data – With Knife, Scissors, Razor, Pliers, etc. And How Their Design Affect Motions and Time
- 3.8 Practical Session On Tool Use Application With Any Type of Industrial Tools, Including Those On The Drawing Based

**Day 4**

*Morning Session*

*9:00 am to 12.30 pm*

### Indirect Work And Theory Of Inspection

- 4.1 Type of Data – Entry Method Using Manual Recording, Key-Board Direct Entry, Bar-code Scanning and RF-ID Data Capture, etc
- 4.2 Theory of Inspection. What Are The Different Type of Inspection And How To Design Inspection Work. How Many Inspectors Do You Really Need?
- 4.3 How To Use MOST® Technique To Improve Process, Line Layout, Product And Equipment Design
- 4.4 Kaizen Project For Cycle Time Reduction

**Day 4**

*Afternoon Session*

*1:30 am to 5.00 pm*

Standard Work And Critical Mass Process Cycle Time

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- 4.5 How To Establish Standard Work Cycle Time For Performance Measurement, Process Costing And Developing The Skill Performance Of Employees
- 4.6 What Is The Critical Mass Cycle Time For Achieving The Best Resources Optimization
- 4.7 2-Hour International Certification Assessment
- 4.8 Closing Session – Questions And Answers

### COURSE ADMINISTRATION

Date: 5 - 8 August 2019

Fee: RM 5,724.00 per pax inclusive of SST 6%

Please contact En Kamal / En Farid / Puan Ziti for further assistance

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