

LEAN TERMINOLOGY

Andon: A visual light used to show the current status of a machine or process.

Current State: Current condition of anything. How something is currently being done.

Cycle Time: The time it takes a product to be built or moved within its process ("the process" is typically defined as the smallest reasonable timed event). There is no speed limit for cycle time, it may be readily improved upon, but must be sustainable, not a singular event.

Defects: Waste of inspection, repair, and scrapping of material to which value has already been added.

FIFO: First In, First Out.

6S: Study, Sort, Shine, Set in order, Standardize, and Sustain.

Five Whys: Asking five why questions to get to the root cause of a problem.

Flow: Move or process in a forward motion.

Future State: The condition we imagine something can be in once changes have taken place.

Gemba: "The real place" The place where work occurs.

Hai: "I accept The Challenge"

Hoshin Kanri: is a method for ensuring that the strategic goals of a company drive progress and action at every level within that company. This eliminates the waste that comes from inconsistent direction and poor communication. We use Publicly Declared Goals on our Hoshin Kanri Boards

Kaizen: Many small changes for the better, created by the people that do the work.

Kanban: A visual system that shows you to replace what has been consumed.

Kata: The Practice of Kata, is the act of practicing a pattern so it becomes second nature. Having a shared understanding of how you want to improve. (Our Kata, The In The Ditch Way)

Lean: Creating Value by minimizing Waste. Lean is centered on making obvious what adds value by reducing everything else. "Value" is any action or process that a customer would be willing to pay for.

Muda: Waste Any step or process that does not add value in the eyes of the customer.

Over-Production: Waste of making too much, too soon, too fast compared to the needs of the next process. Considered one of the worst Wastes of Company Profits.

Poka-Yoke: Device or procedure designed to Help prevent the generation of Most defects.

Push System: Building products that you have no customer for and trying to push those products onto the customer or next process.

Pull System: Building products at the pull of the customer; only building exactly what the customer wants, when they want it.

Socratic Method: Asking Questions to stimulate critical thinking and to illuminate Ideas.

Shadow Board: Location for tools which the tools location is clearly defined by the shadow of the tool

Stakeholder: Anyone who relies on the company. Such as a supplier, customer, communities, and employees.

Supermarket: Area where items are stored in a defined, dedicated place and are continually replaced.

Value Added: Anything that adds Value in the eyes of the customer. Something that the customer would be willing to pay more for.

Takt Time: The rate at which product should be produced to satisfy customer and company needs. Takt time is a governor of time. Building faster than the takt time is overproduction and should be avoided. Takt time should only be changed by a group decision.

Teach and Learn: As you teach someone, they then have an obligation in the ITD system to teach others. Teach and Learn, Learn and Teach. We want to teach the world it is a part of our very core.

Theory of Constraints (TOC): Approach to capacity improvement by focusing on improving the constraint or bottleneck.

Toyota Production System (TPS): A manufacturing strategy developed by Toyota Motor Corporation of Japan over a period of many years. TPS focuses on the complete elimination of waste from the manufacturing process.

Value Stream Mapping: A tool used to visually map the flow of production. Shows the current and future state of processes in a way that highlights opportunities for improvement.

WIP: Work In Process - adding value to the product that the customer is not willing to pay for yet.

