



Lean Manufacturing Operative

Course Duration / 12 Months Level 2

APPRENTICESHIP STANDARD

Carrying out manufacturing activities on multiple products with different specifications consecutively.

Course Overview

The Manufacturing Industry offers an exciting and varied career both in the UK & abroad providing a broad spectrum of opportunities for people to work in a technically advanced and innovative environment.

Businesses within the sector range from small family run manufacturing operations to large multi-national companies driving the countries growth & wealth.

The UK's Manufacturing Industry is highly regarded worldwide for its innovation and manufacturing excellence and requires a high degree of skill & knowledge across all levels of their organisations.

Typical responsibilities for a lean manufacturing operative are:

Carry out their work safely and ***meet the exacting quality standards*** demanded in a fast paced and efficient processing environment

Carry out ***manufacturing activities on multiple products*** with different specifications ***consecutively*** e.g. automotive manufacturing

Prepare, control, contribute to and complete ***manufacturing operations***, and follow manufacturing processes and standard operating procedures (SOPs)

Responsible for ***maintaining Health and Safety requirements*** at all times e.g. wearing correct Personal Protective Equipment

Required to ***contribute, develop and support improvement in the manufacturing operation*** using continuous improvement methods and problem solving tools and techniques.

Work closely with stakeholders and will have clear reporting lines to ***ensure appropriate escalation***

Examples of the job titles from across the manufacturing sector that would be covered within this standard include: Team Member Production; Manufacturing Production Operative; Manufacturing Assembly Operative; Manufacturing Inspection/Quality Assurance Operative.



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LEAN MANUFACTURING OPERATIVE COURSE CONTENT

Knowledge

Health & Safety: Relevant statutory, organisational and health and safety regulations relating to lean manufacturing operations and safe practices

Environmental: Compliance procedures/systems in line with regulatory requirements e.g. ISO 14001 or other relevant environmental standards

Production: Their individual roles and responsibilities within the organisation and the flexibility required to deliver products to meet customers costs/delivery targets/requirements e.g. Just in time (JIT)

Lean Manufacturing Operations: Manufacturing standard operation procedures (SOPs) adherence and development of lean processes

Quality Control: Process equipment monitoring, data collection, error proofing and operating procedures e.g. ISO 9002 or other relevant quality standards

Problem Solving: The tools and methods of effective problem solving using data, reports and documents to resolve production related issues e.g. A3 report, graphs, matrices and escalate concerns

Continuous Improvement: How to study and identify ways to improve the safety, quality, cost or process efficiency using lean manufacturing tools e.g. kaizen

Communication: How to share information using a range of methods within the manufacturing environment e.g. oral, written, electronic, information boards, visual displays

Work Place Organisation: How to maintain a safe and efficient work site through work place organisation e.g. 5s and process ownership

Skills

Health & Safety: Work safely at all times, complying with health and safety legislation, regulations, and other relevant guidelines. Identifying risks within their processes and support/carry out countermeasure activities to improve safe working. Manage tooling, equipment and materials daily in-line with supplier standards e.g. COSHH (Control of Substances Hazardous to Health).

Environmental: Comply with environmental procedures and systems and contribute to the achievement of specific standards e.g. ISO 14001 or other relevant environmental standards and use the 4R's (Reduce, Re-use, Recycle, Recover) where possible.

Production: Demonstrate their ability to carry out their role effectively, efficiently and flexibly maintaining lean manufacturing principles to meet customer's demands e.g. JIT

Lean Manufacturing Operations: Demonstrate their skill and knowledge following SOPs and building their versatility across a number of processes and process areas. Select and use appropriate tools, equipment and materials to carry out the manufacturing operation

Quality Control: Demonstrate appropriate process documentation control. Accurately completing check sheets, monitoring process and equipment data efficiently and legibly using the correct terminology required to meet the quality standard e.g. ISO 9002

Problem Solving: Demonstrate their ability to identify and resolve problems within the lean manufacturing environment using effective problem solving tools and techniques. Manage problems that may occur during the manufacturing process within the limits of their responsibility and escalate as appropriate



LEAN MANUFACTURING OPERATIVE COURSE CONTENT PT. 2

- **Continuous Improvement:** Generate ideas and contribute to process improvement activities individually or as part of a team through fact finding and analysis to improve the safety, environment, quality, cost or production process. Identifying and eliminating the 7 wastes (defects, overproduction, transportation, waiting, inventory, motion and processing)
- **Communication:** Demonstrate communication skills which include oral, written, electronic (PC), information boards or visual displays to effectively share information
- **Work Place Organisation:** Maintains and monitors the work site efficiently and effectively at all times using the elements of sifting, sorting, sweeping, spick & span (5's) within the lean manufacturing environment

Behaviours

- • Punctual, reliable and takes responsibility for their own actions.
- • Show respect for others, having regard for diversity and equality.
- • Respond positively to change in the working environment.
- • Integrates within the team and supports others.
- • Can work independently and effectively in challenging situations.
- • Maintains quality of work under pressure.
- • An open and honest communicator.
- • Listens to other people's opinions.
- • A positive and respectful attitude.
- • Follows instructions and guidance and demonstrates attention to detail.
- • Seeks opportunities to develop and adapt to different situations, environments or technologies.

As part of the Lean Manufacturing standard, learners have to complete the following qualifications: **Level 2 Diploma in Manufacturing.**



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