

What is Process Documentation?

When companies do not have detailed, written descriptions of their overall process flow, individual processes, and work instructions, the consequences can be disastrous. The resulting inconsistent work habits between employees cause scrap, rework, increased process time, miscommunication, and late deliveries as well as frustration among the work force. GEI can help your company evaluate and document your current manufacturing and/or office processes.

Our expertise and familiarity with a wide variety of industries includes, but is not limited to, machining, assembly, electronics, textiles, automotive, foods, foundries, aerospace, plastics, and white-collar businesses.

Our approach is to work closely with the employees most directly involved with each process. Together, we review the current practices, evaluate the process to eliminate waste, develop an improved method using Good Manufacturing Practices (GMP's), and document the new procedures. Measurements of set-up time, lead time, cycle time, downtime, productivity, work-in-process, floor space, scrap, and travel distance are made before and after the improvements. Each step of the process is formally documented for approval and distribution by the organization.

Documentation is a straightforward description of exactly what needs to be done at each operation, including specific safety requirements, tools to use, forms to complete, steps to perform, specific order of the steps, and expected results and data captured. Also included are instructions for action should specific problems arise (i.e. shut down, call supervisor, etc.).

In-house personnel are trained in proper documentation procedures to ensure that new processes and changes to current processes are documented in a consistent and timely manner.

Documentation also includes data gathering for such uses as process control, capability studies, problem solving, and process or customer certification. Baseline measurements are taken as the starting point for continuous improvement.

We also document and collect data at each step of the process to help feed your planning and costing systems.

Since many companies do not have these resources available, we can do it for you or teach you how.