The entire presentation kit has 2 main directories as below.

**Poka – Yoke (Mistake Profing )**

- Literature (Word Files)
- Presentation (Power point Slides)

- Cover page
- 01. Introduction to poka yoke
- 02. Poka-yoke principles
- 03. Method and tools
- 04. Brain storming of poka-yoke
- 05. Organization wide approach
- 06. Steps for implementation.
- 07. sixteen major losses & OEE and mistakes people makes
  - 08.1 case study
  - 08.2 case study
  - 08.3 case study
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- 07. sixteen major losses & OEE and mistakes people makes
- 08 case study
- 09 improvement plan
M129: DEMO OF POKA-YOKE MISTAKE PROOFING TRAINING PRESENTATION KIT

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PART-1 Topic wise Number of slides in Presentation

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**PART-A Presentation:**

Under this directory further files are made in power point presentation as per the chapter listed below. Such ready-made PowerPoint slides are useful for conducting in-house training program by you.

Topic wise Power Point presentation in 10 modules as listed below.

1. **Introduction to Poka yoke**

Poka – yoke is a strategy for performance excellence. The simple mean of poka – yoke or mistake proofing is to eliminate mistakes. It is a methodology that is used to strive toward zero defects by either preventing or automatically detecting defects. Poka yoke is a Japanese term literally defined as 'mistake proofing’. This topic covers what, why, and how do you get, advantages, philosophy of poka -yoke describe in detail.

2. **Poka-Yoke principles**

It covers the principles of mistake proofing and details principles of Poka yoke

3. **Method and Tools**

Poka – Yoke detects an error, gives a warning and can shuts down the process. The methods and tools for implementation of Poka yoke is given in this topic. It covers how to achieve mistake proofing, process and methodology, causes of defects, what types of tools describe in detail.

4. **Brain Storming of Poka-yoke**

It is covers the everyday examples of mistake – proofing and pictorial examples of more than 10 cases are given.
5. Organization wide approach

It covers the systematic approach to reduce human and system-related errors causing customer dissatisfaction in a production environment. It also covers approach of mistake proofing across the organization in all the departments. Also poka yoke approach in organization for people, supplier and customer is described in details.


It covers the 7 steps of Implementation of Poka yoke and gets the results. It Cover the Improvement plan of and sustain world class levels of Poka Yoke and steps

7. Sixteen major losses & OEE and mistakes people makes

It Cover the 16th major losses & OEE in PPT slides. What is the losses and water are the major losses. It also describes what is OEE and waste management, what are the nine type of waste management.

8. Case Study 1 to 4

Real life practical examples and 4 case studies with photos are given for Poka-Yoke Mistake Proofing

PART- B Literature: -

It is given in word. You may also use it for further reading and circulations within audience, also this topic covers write up for the ready reference to the trainer as well as participants for understanding and reading.

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Chapter-2.0 ABOUT COMPANY

Global Manager Group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had more than 900 clients in more than 35 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related ISO standard faster.

1. Our promoters and engineers have experience of more than 900 companies globally for management training, ISO series consultancy. We had clients in more than 35 countries.
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for ISO series certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

Global Manager Group is committed for:
1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques
Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware: -

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.

- For better visual impact of the power point documentation you may keep the setting of colour image at high colour.

B. Software used in Documentation kit

- Documents written in word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 or above and power point

3.2 Features of Training kit: -

- Contains all necessary documents as listed above and comply with the requirements of latest management concepts and more than 1000 man days (9000 hours)

- Written in Plain English

- It will save much time in typing and preparation of training material and slides alone.

- User-friendly and easy to learn.

- Developed under the guidance of experienced experts having experience of more than 200 companies' latest management system implementation globally.

- Provides model of a Management system that is simple and free to establish the management concept in the laboratory.
M129 Poka-Yoke Mistake Proofing
Training Presentation Kit
Price 199 USD
What is Poka – Yoke?

- The phrase Poka-Yoke originates from the Japanese words:
  - yokeru = to avoid
  - poka = inadvertent errors

- The simple mean of Poka Yoke or mistake proofing is to eliminate mistakes.

- It is a methodology that is used to strive toward zero defects by either preventing or automatically detecting defects.

- Poka Yoke is a Japanese term literally defined as 'mistake proofing'. It is often used in the context of designing devices, that prevent defects from being made or, if they are made, from moving to the next process.
Process Error
Process operation missed or not performed as per the standard operating procedure.

Setup error
Using the wrong tooling or setting machine adjustments incorrectly.

Missing part
Not all parts included in the Assembly, welding, or other processes.

Improper part/item error
Wrong part used in the process.

Operations error
Carrying out an operation incorrectly; having the incorrect version of the specification.

Measurement error
Errors in machine adjustment, test measurement or dimensions of a part coming in from a supplier.
SIX POKA -- YOKE PRINCIPLES

Elimination → Replacement → Prevention

Mitigation ← Detection ← Facilitation
POKA – YOKE SYSTEMS APPROACH

Two Poka-Yoke system approaches are utilized in manufacturing which lead to successful ZDQ:

1. Control Approach
   Shuts down the process when an error occurs.
   Keeps the “suspect” part in place when an operation is incomplete.

2. Warning Approach
   Signals the operator to stop the process and correct the problem.
Fueling area of car has three error-proofing devices:
1. Insert keeps leaded-fuel nozzle from being inserted
2. Tether does not allow loss of gas cap
3. Gas cap has ratchet to signal proper tightness and prevent over tightening.
A systematic approach to reduce human and system-related errors causing customer dissatisfaction in a production environment.

Employing a consistent organization-wide approach to continual improvement of the organization’s performance.
16 MAJOR LOSSES (CONTINUE)

LOSSES (Waste)

Plant

Product

Raw Material

Raw material

Energy

Manpower

Materials

Too ls

Fuel-Oil  LPG

Raw Material

LOSSES (Waste)

FP MM

€
FIVE WHYS

- Ask a series of why questions related to the problem
- The root of the problem is within 5 questions
  - I have no money?
  - Why am i sitting/standing here
- Advantage
  - Appealing
  - Very easy
- Problems
  - Does not include all the possibilities
  - No ranking of solutions
The Seven Guidelines to Poka-Yoke Attainment

1. Quality processes
2. Utilize a team environment
3. Elimination of errors
4. Elimination the root cause of errors
5. Do it right the first time
6. Eliminate non-value added decisions
7. Implement an incremental continual improvement approach
Chapter-4.0 BENEFITS OF USING OUR TRAINING KIT

1. By using these slides, you can save a lot of your precious time while preparing the management training areas presentation.

2. Take care for all the section and sub sections in implementation of latest management concepts and helps you in establishing better system.

3. The user can modify the presentations as per their industry need and create own management training presentation for their organization

4. Ready made templates and sample slides are available which can reduce your time in training slide preparation

5. Save much time and cost in conducting training programs

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