

## Lean Tools – Poka Yoke (1 Day)



### Background

Poka-yoke is a Japanese term that means "fail-safing" or "mistake-proofing". It is a method of preventing errors by putting limits on how an operation can be performed in order to force the correct completion of the operation. The concept was formalised, and the term adopted, by Shigeo Shingo as part of the Toyota Production System.



Shigeo Shingo recognizes three types of Poka-Yoke:

1. The contact method identifies defects by whether or not contact is established between the device and the product. Colour detection and other product property techniques are considered extensions of this.
2. The fixed-value method determines whether a given number of movements have been made.
3. The motion-step method determines whether the prescribed steps or motions of the process have been followed.

Poka-yoke either give warnings or can prevent, or control, the wrong action. It is suggested that the choice between these two should be made based on the behaviours in the process, occasional errors may warrant warnings whereas frequent errors, or those impossible to correct, may warrant a control poka-yoke.

The workshop presents the concepts, tools and techniques involved in implementing Poka Yoke, providing many examples in use in organisations today.

### Objectives

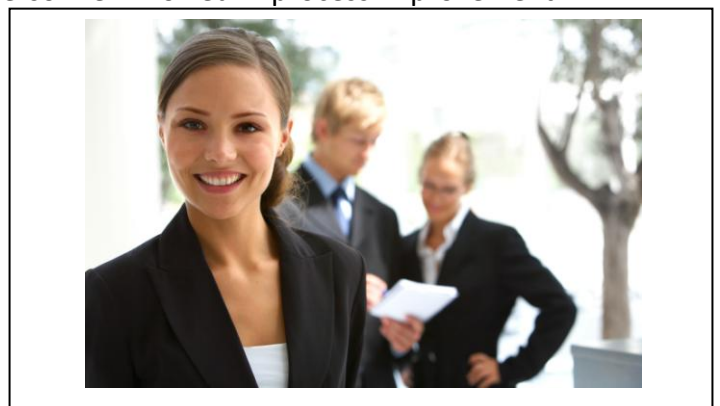
- To give an overall understanding of the concept of mistake-proofing and how these ideas can be incorporated into many processes.
- To give a detailed description of the most common tools employed in mistake proofing.
- To ensure the participants can identify opportunities to apply Poke Yoke to their existing quality control systems.

### Who should attend

Managers, Supervisors, Team Leaders and personnel involved in process improvement.

### Course Programme

- What is Mistake Proofing?
- Everyday Examples
- Effectiveness & ROI
- Error Proofing and SPC



- Inspection Techniques
- Successive checks and self check
- Source Inspection
- Traditional inspection
- Point of Origin Inspection
- 7 guidelines to mistake proofing
- Common mistake proofing devices
- Methods for using Poka Yoke
- 3 rules for Poka Yoke

## Course Manual

Course notes will be provided to participants along with a soft copy on memory stick, which proves to be an excellent source of reference after the course.

## Why Choose ETAC?

ETAC is an Irish Company specialising in the provision of training, expertise and software solutions in all matters related to Lean and Six Sigma Business Improvement Programmes. All ETAC associates have extensive knowledge and many years of practical experience in Lean Implementation, Programme Management, Change Management & Six Sigma in many different industries in Ireland, the UK, Europe and the USA.

ETAC has been responsible for the training of over 200 Six Sigma and Lean practitioners including project support for projects that have delivered over €6,000,000 in hard financial benefits for our clients.

Customers of ETAC include Abtran, Air Atlanta, Allergan, Coca Cola, DAA, Diageo, Élan, Element Six, Forest Tosara, GN Resound, Irish Distillers, Iarnród Éireann, Lexmark & Pepsi.

## Training Methodology

This classroom based course is highly interactive and uses practical exercises and simulated case studies to reinforce understanding and learning.

## Course Organisation

Course Times are typically 9.00am-5.00pm.  
Group sizes up to 12 per group.

# ETAC

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