ChecklistGuro

Single Minute Exchange of Die (SMED) Documentation & Review Checklist

Introduction & Scope

Defines the purpose of the checklist and the scope of the SMED process being reviewed. Confirms alignment with overall manufacturing goals.

Project Name/Die Change Process Identifier

Write something...

Brief Description of the Die Change Process Being Reviewed

Write something...

Current Average Die Change Time (Minutes)

Enter a number...

Date of Last SMED Implementation/Review

Enter date...

SME Category (e.g., Production, Maintenance, Engineering)

- [ ] Production
- [ ] Maintenance
- [ ] Engineering
- [ ] Other

Scope of Review (e.g., Full Process, Specific Area)

- [ ] Full Process
- [ ] Specific Area
- [ ] Equipment Specific

List of Personnel Involved in SMED Review (Name & Role)

Write something...

Upload of Current Die Change Process Flowchart (Optional)

Upload File

Process Mapping & Analysis

Covers the documentation and analysis of the current die change process, identifying all steps and associated times.

Describe the Current Die Change Process (Step-by-Step)

Write something...

Current Average Die Change Time (Minutes)

Enter a number...

Upload Process Flow Diagram (Current State)

Upload File

Number of Steps Identified in Current Process

Enter a number...

List the Types of Dies Involved in This SMED Review (e.g., stamping, molding)

Write something...

Which categories of waste were observed in the current process? (Select all that apply)

- [ ] Transportation
- [ ] Inventory
- [ ] Motion
- [ ] Waiting
- [ ] Over-processing
- [ ] Over-production
- [ ] Defects
- [ ] Unused Talent

Describe any challenges or bottlenecks observed during the current die change process.

Write something...

Number of operators typically involved in the die change.

Enter a number...

Date the current process map was last updated.

Enter date...

SME Identification & Involvement

Addresses the identification and engagement of Subject Matter Experts (SMEs) crucial for the SMED process.

Describe the process used to identify potential Subject Matter Experts (SMEs) for the die change process.

Write something...

Which departments/roles were involved in identifying and selecting SMEs?

- [ ] Manufacturing Engineering
- [ ] Production
- [ ] Maintenance
- [ ] Quality
- [ ] Tooling
- [ ] Other (Specify in LONG_TEXT)

Number of SMEs initially identified.

Write something...

Briefly describe the criteria used to select SMEs (e.g., experience, knowledge, communication skills).

Write something...

Were SMEs from different shift teams included?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

Upload a list of identified SMEs with their roles and contact information (if available).

Upload File

Describe the initial onboarding or briefing provided to the SMEs regarding the SMED project and their responsibilities.

Write something...

Standardized Work Documentation

Focuses on the documentation of standardized work instructions for the die change process, including illustrations and visual aids.

Describe the overall structure of the Standardized Work Instruction (SWI) for die change. (e.g., numbered steps, visual aids, etc.)

Write something...

Upload a copy of the complete, current Standardized Work Instruction (SWI) document.

Upload File

Number of visual aids (pictures, diagrams, videos) included in the SWI.

Enter a number...

Which elements are included in the SWI?

- [ ] Step-by-step instructions
- [ ] Sequence of operations
- [ ] Time standards for each step
- [ ] Required tools and equipment
- [ ] Safety precautions
- [ ] Potential hazards
- [ ] Contact information for assistance

Are the time standards for each step clearly defined and documented?

- [ ] Yes
- [ ] No
- [ ] Partially

Describe the methods used to ensure clarity and understandability for operators (e.g., clear language, diagrams, color coding).

Write something...

Date of last SWI review and update.

Enter date...

Does the SWI include a section on potential problems and troubleshooting?

- [ ] Yes
- [ ] No

Die Change Sequence Optimization

Reviews the optimization steps taken to reduce die change time, covering techniques like parallel operations, trial runs, and process simplification.

Original Die Change Time (minutes)

Enter a number...

Current Die Change Time (minutes)

Enter a number...

Describe the key steps taken to optimize the die change sequence.

Write something...

Which optimization techniques were implemented? (Select all that apply)

- [ ] Parallel Operations
- [ ] Trial Runs
- [ ] Process Simplification
- [ ] Equipment Modification
- [ ] Tooling Improvement
- [ ] Material Preparation Changes
- [ ] Other (Specify in Long Text)

If 'Other' was selected in the previous question, please specify:

Write something...

Number of Parallel Operations Introduced:

Enter a number...

Were any die change steps eliminated? (Yes/No)

- [ ] Yes
- [ ] No

If 'Yes' to the previous question, please detail the eliminated steps and rationale:

Write something...

Upload 'Before' and 'After' Process Flow Diagrams (if available)

Upload File

Equipment & Tooling Standardization

Evaluates the standardization of equipment and tooling used for die changes to ensure consistency and reduce variability.

Number of standardized quick-change clamping points per die.

Enter a number...

Which tooling is standardized for die alignment?

- [ ] Dial Indicators
- [ ] Feeler Gauges
- [ ] Laser Alignment Tools
- [ ] Shims
- [ ] None - all custom

Describe the process for managing and maintaining standardized tooling (calibration, replacement, storage).

Write something...

Upload a list/inventory of standardized tooling used for die changes.

Upload File

How is tooling version control managed?

- [ ] Serial Numbering
- [ ] Color Coding
- [ ] Electronic Tracking System
- [ ] No version control implemented

Number of different types of quick-change adapters used.

Enter a number...

Describe any modifications made to existing equipment to facilitate standardized tooling. (if applicable)

Write something...

Material & Parts Preparation

Addresses the preparation of materials and parts needed for the die change process to minimize downtime.

Describe the current method for preparing dies and associated parts before the die change.

Write something...

Which of the following materials/parts are routinely prepared in advance?

- [ ] Dies (Upper)
- [ ] Dies (Lower)
- [ ] Guide Pins
- [ ] Slide Blocks
- [ ] Springs
- [ ] Other (Specify in LONG_TEXT)

How much time (in minutes) is currently spent preparing each die (Upper & Lower)?

Enter a number...

Detail any specific tooling or equipment used for die/part preparation.

Write something...

Are pre-staging areas used for die/part preparation? If so, describe.

- [ ] Yes (Describe in LONG_TEXT)
- [ ] No

Date of last die/part preparation process review

Enter date...

Safety & Ergonomics

Covers safety considerations and ergonomic improvements incorporated into the SMED process.

Describe any identified hazards related to the die change process.

Write something...

Which Personal Protective Equipment (PPE) is required for die changes?

- [ ] Safety Glasses
- [ ] Gloves
- [ ] Safety Shoes
- [ ] Hearing Protection
- [ ] High-Visibility Vest
- [ ] Other (Specify in LONG_TEXT)

Detail any ergonomic improvements implemented during SMED to reduce operator strain. (e.g., new lifting aids, adjusted work heights).

Write something...

What is the maximum weight an operator is allowed to lift during a die change?

Enter a number...

Describe the lockout/tagout procedures used during die changes. Include specific steps.

Write something...

How are potential pinch points addressed during the die change?

- [ ] Guards are in place
- [ ] Ramps and slopes used
- [ ] Operator training and awareness
- [ ] Other (Specify in LONG_TEXT)

Upload images or videos demonstrating safe die change procedures and ergonomic improvements.

Upload File

Training & Communication

Focuses on the training provided to operators and the communication plan for the SMED process.

Describe the initial training program for operators performing the SMED die change.

Write something...

Which training methods were utilized? (Select all that apply)

- [ ] Classroom Instruction
- [ ] On-the-Job Training (OJT)
- [ ] Video Tutorials
- [ ] Simulations
- [ ] Interactive Workshops

What is the average time allocated per operator for initial SMED training (in hours)?

Enter a number...

Date of the last SMED training for all operators involved.

Enter date...

Communication channels used to inform operators about updates to the SMED process. (Select one)

- [ ] Team Meetings
- [ ] Email Notifications
- [ ] Posters/Visual Aids
- [ ] Internal Communication Platform
- [ ] Other

Describe the process for documenting operator competency in performing the SMED die change.

Write something...

Upload training material examples (e.g., checklists, visual aids).

Upload File

Is refresher training conducted? (Select one)

- [ ] Yes
- [ ] No

If refresher training is conducted, approximately how often (in months)?

Enter a number...

Performance Metrics & Monitoring

Evaluates the metrics used to track the performance of the SMED process and the monitoring system in place.

Average Die Change Time (Before SMED)

Enter a number...

Average Die Change Time (After SMED)

Enter a number...

Reduction in Die Change Time (%)

Enter a number...

Number of Die Changes per Month

Enter a number...

Data Collection Frequency

- [ ] Daily
- [ ] Weekly
- [ ] Monthly
- [ ] Quarterly

Description of Data Collection Method

Write something...

Are Data Trends Being Analyzed?

- [ ] Yes
- [ ] No

Summarize Key Findings from Data Analysis (If applicable)

Write something...

Date of Last Performance Review

Enter date...

Continuous Improvement & Documentation Updates

Addresses the process for ongoing improvement and the plan for keeping SMED documentation up-to-date.

Frequency of SMED Process Review (Months)

Enter a number...

Date of Last SMED Process Review

Enter date...

Summary of Changes/Improvements Made Since Last Review

Write something...

Areas Targeted for Improvement in Next Review Cycle (Select all that apply)

- [ ] Equipment Standardization
- [ ] Operator Training
- [ ] Material Preparation
- [ ] Process Visualization
- [ ] Parallel Operations
- [ ] Other (Specify in Long Text)

Specific Actions Planned for Improvement (related to selections above)

Write something...

Document Version Control Status

- [ ] Current Version
- [ ] Outdated - Requires Update
- [ ] Under Review

Attach Updated Documentation (if applicable)

Upload File

Person Responsible for Document Updates

Write something...

Date of Next Scheduled Review

Enter date...