



ARRANGEMENT OF SEMI-FINAL PRODUCTS

The arrangement of semi-final products doesn't always get enough attention from production managers as they seem to be “temporary” in nature. However, careful control of semi-final products helps workers to save working space, increase productivity and reduce defects due to damage during the production process.

PROSPECTIVE USERS:

Both workers and management are responsible for the proper arrangement of semi-final products.

This practice can be applied to all kinds of factories.

PROBLEMS ADDRESSED

- Defects caused by damage to semi-final products.
- Lack of working space in the factories.
- Dirty and disordered layout.
- Workers' productivity hindered by lack of a tidy working space.

PROCESS

To have a good arrangement of semi-final products, efforts must come from the management as well as workers. Management must conduct a study to set up the necessary tools or equipment to help workers arrange products in production in a tidy and safe way which is both convenient for transportation and saves working space.

Steps in implementation

1. Create trays for temporarily placing semi-final products coming out of the production line.
2. Create shelves or wooden pallets on which to transfer the semi-final products after they come out of the line. The shelves or pallets should be designed to fit different types of products and appropriate for forklifts to transport them in the factories.
3. The shelves or pallets should be placed so it is convenient for workers to move the product to the next stage of the production line. Products that are heavy should be arranged so that they can be easily loaded onto a forklift.
4. The height of the shelves or pallets should be comparable to the height of the workers so they do not have to do too much lifting or stretching to reach the products.
5. Whenever storage pallets are full of semi-final products, they should be moved to a designated area and replaced with new pallets.
6. Ensure all semi-final products are kept tidily in specific areas that do not obstruct any areas such as corridors or other production areas.
7. Train and encourage the workers to use the trays for placing semi-final products as well as placing the storage pallets in the designated areas.



RESOURCES REQUIRED

- Trays and storage pallets at the end of lines for the temporary storage of semi- final products.
- A sufficient number of pallets or shelves for semi-final products.
- Space to keep storage pallets or shelves.
- Forklift to move semi-final products.

CHALLENGES AND PITFALLS

- Additional trays and pallets required.
- Difficulty to change the habit of workers of placing semi-final products as they previously did.

POSITIVE IMPACT

- Clean and tidy workplace.
- Ease for workers to move around and work.
- Ease to move the semi-products.
- Better productivity.

INDICATORS FOR MONITORING

- All equipments and tools for arranging semi-products available.
- Semi-products are tidily arranged and easy to move and track.
- Productivity levels.

Further Information Available:

FIP References:

Module 2 - Quality

Module 3 - Productivity

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