

## USING COLOURED LINES TO ISOLATE WORKING SPACES

Using coloured lines on the floor to isolate different working spaces is a good way to keep the factory in order and tidy and improve production flow.

### PROSPECTIVE USERS:

It is management's responsibility to conduct the initial study of the factory to determine the most appropriate layout for production and to task workers to paint the lines on the floor.

This practice can be applied to all kinds of factories, especially where different functions are performed on the same floor.

### PROBLEM ADDRESSED

- Disordered, untidy factory floor making it difficult to move materials and products around the factory.
- Unclear disordered production flow through the factory.
- Lack of access to emergency exits and emergency equipment.

### PROCESS

This practice involves analyzing the space and production flow in a factory and marking out separate spaces for different items and functions, such as aisles, storage areas, emergency exits etc. It is a simple way to ensure that production flows efficiently through the factory and enhances 5S principles of keeping everything in its place.

### Steps in implementation

1. Management should examine the arrangement of the factory facilities and working areas to determine the most appropriate layout for production, storage and other sections.
2. Draw a map showing the different areas (production flow, emergency exits, storage, aisles etc.).
3. Draw coloured strips to indicate the different areas.
4. Use different colours to indicate different areas such as pathways, production line, temporary storage areas for materials, emergency exits, etc.
5. Establish a system to regularly check to ensure everything is in the right place. Encourage workers to keep everything within the lines and rearrange anything in the wrong locations.
6. For items which need to be located at exact places (such as fire extinguishers), the coloured lines should match the size of the item (see photos below).

## RESOURCES REQUIRED

- Management time and effort to analyse and plan the factory map.
- Coloured paints or sticky strips.
- Volunteer workers to paint the lines.

## POSITIVE IMPACT

- Factory is tidy and in order.
- It is easy to find materials and other items quickly.
- Helps to improve the production flow through the workflow.
- Easy to identify any materials or items that are in the wrong location or badly arranged.

## CHALLENGES AND PITFALLS

- Workers forget the color strips at work.
- The color becomes dim or dirty.

## INDICATORS FOR MONITORING

- Different areas are clearly marked out.
- Coloured strips are drawn or stuck on the floor.
- No equipment, facility, material or products are placed on the strips.
- All workers and supervisors respect the lines and ensure order.



### Further Information Available:

FIP References:

Module 2 – Quality

Module 3 – Productivity

Module 4 – Cleaner Production

Module 6 – Health and Safety

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