

Organizational Excellence: Tool Shadow Boards

VISUAL
WORKPLACE[®] INC

*You won't GET LEAN...
until you GET VISUAL!*

ORGANIZATIONAL EXCELLENCE: Tool Shadow Boards

Create a place for everything and everything in its place!

The use of tool shadow boards provides an immediate visual aid that will increase productivity and improve overall workspace organization.

Standardizing a work space with tool shadows will allow workers to quickly identify when items are missing or out of place, which eliminates time spent searching and sustains workplace organization. Use different color tool shadows to color code and group like items.

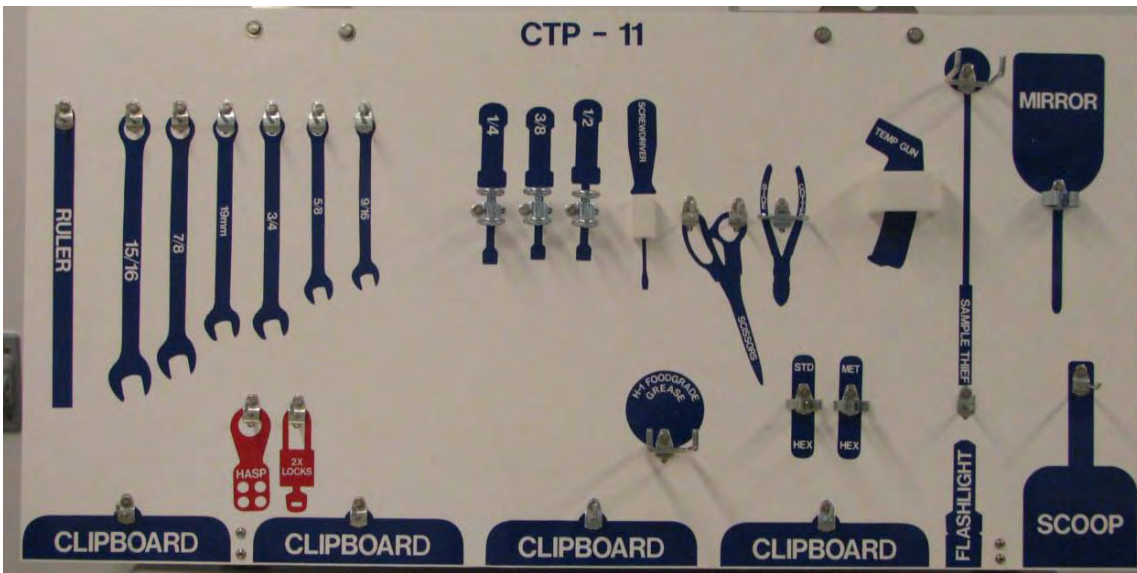


Using metal or poly-propylene pegboard makes one of the quickest and easiest visual impacts in the work environment.



Tool shadows are neat and professional!

Identify areas devoted to tools or gauges.



Benefits of Tool Shadows:

- 1) Save time: operators do not waste time searching for items needed for a task.
- 2) Reduce or eliminate quality issues: an example, gauges are easily located and can be calibrated on time.
- 3) Reduce safety hazards: tools are not lying around, causing potential injury.
- 4) Reduce costs: less replacement of missing or damaged tools.

Ask yourself:

Are the storage areas clearly defined?

Does the tool rack have clear profiles for each tool to be stored?

Does the area meet general standards of cleanliness?



BEFORE



AFTER

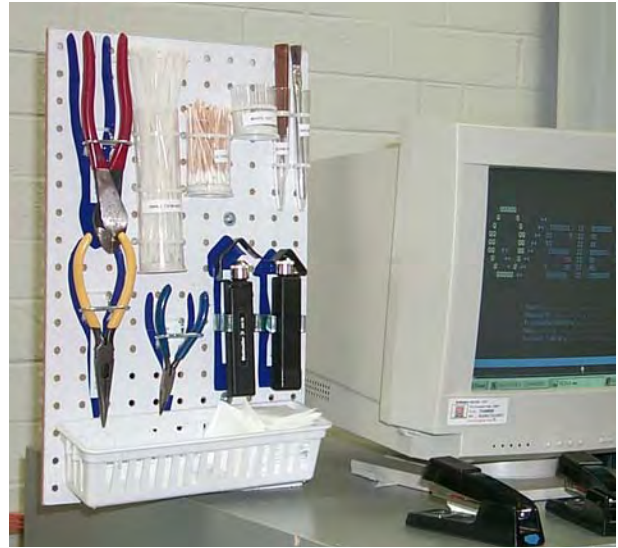


BEFORE



AFTER

A workstation with tool shadows is clean, organized, professional, and easy-to-access.



Maintenance of standardized conditions and activities is the key to success!



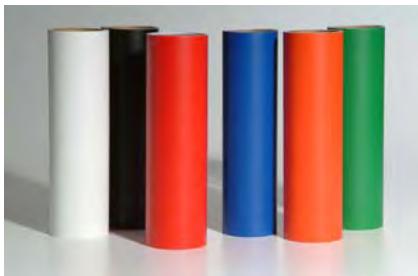
Incorporate tool shadows into your organization:

- Quality Inspection Processes
- Setup & Process Change Over
- Cleaning Stations / Carts
- Mail Rooms
- Break Rooms
- Maintenance Areas
- Offices

Tool Shadow Boards encourage a productive work environment. This change is only one aspect of 5S, Lean and Six Sigma opportunities. There are a number of elements to any ongoing continuous improvement activity. Management can achieve their ongoing commitment by:

- 1) Communicating to employees, so they are aware of what you are trying to achieve and why.
- 2) Educating employees on new processes. Identifying what is to be done, by whom, and ensure that schedules are updated and clearly visible.
- 3) Empowering and rewarding employees in maintaining standards.

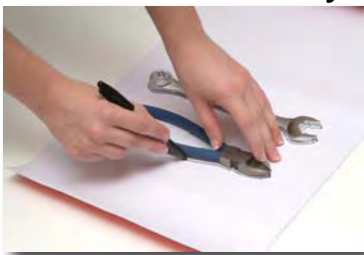
Visual Workplace, Inc. offers Shadow-Mark[®], a cost-effective product to make tool shadows quickly and easily. Simply trace, cut, and place.



Apply to most smooth surfaces including:

- Glass
- Concrete
- Peg Boards
- Dry Erase boards
- Metal
- Plastic
- Desktops

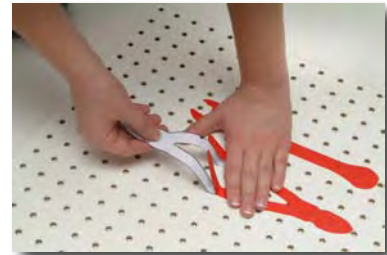
Shadow-Mark[®] is easy to use!



TRACE



CUT



PLACE

For more information about Shadow-Mark and other Visual Workplace products that support 5S, Lean, and Safety, please visit our website.