



Purpose	○ Restrict non AAC personnel from entering plant in P1 Shipping Area.
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	BEFORE	AFTER
Item	 <p>Nothing to restrict truck drivers / delivery members from entering P1.</p>	 <p>Added safety chain to restrict entrance at P1 Shipping door to restrict access for non AAC members.</p>

	Brief Descriptions...	4/7/20	4/14/20	4/21/20	4/28/20
Benefit	<ul style="list-style-type: none"> Restrict drivers from entering main plant. Ensure all delivery / shipment documentation is coming to the same check point. 				
Schedule		Plan →			
		Do →			
		Check & Standardize →			
		Act & Yokoten & Train →			

Purpose ○ Restrict non AAC personnel from entering plant in P2 Shipping Area.

BEFORE



Nothing to restrict truck drivers / delivery members from entering P2.

AFTER



Added safety chain to restrict entrance at P2 Shipping door to restrict access for non AAC members.

Brief Descriptions...

- Restrict drivers from entering main plant.
- Ensure all delivery / shipment documentation is coming to the same check point.

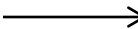
4/7/20

4/14/20

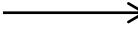
4/21/20

4/28/20

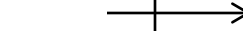
Plan



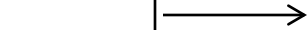
Do



Check & Standardize



Act & Yokoten & Train



Purpose ○ Standardize entry point for all delivery/truck drivers.

BEFORE

No Before Pic

Door at P2 Shipping Office was not marked for truck driver entrance.

AFTER



Added sign to identify only entrance to be used by truck drivers.

Brief Descriptions...

- Restrict drivers from entering plant in non-approved areas.
- Ensure all delivery / shipment documentation is coming to the same check point.

4/7/20

4/14/20

4/21/20

4/28/20


Plan

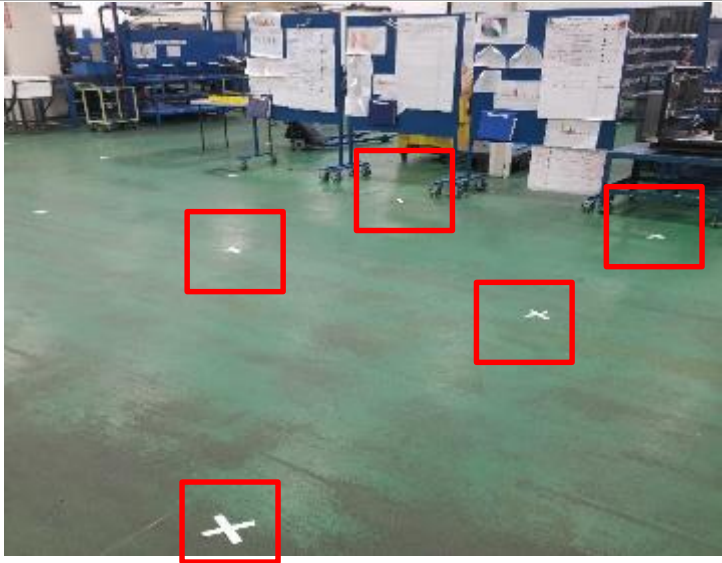
Do

Check & Standardize

Act & Yokoten & Train

Purpose	<ul style="list-style-type: none"> ○ P1 Morning Meeting Area floor marking to keep 6ft rule for participating members.
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Item	BEFORE
	 <p>No standing spots marked.</p>

Item	AFTER
	 <p>Added marks to show 6ft separation areas.</p>

Benefit	Brief Descriptions...
	<ul style="list-style-type: none"> • Add floor marks to easily identify 6ft separation during stand up meeting.

Schedule	4/7/20	4/14/20	4/21/20	4/28/20
	Plan →			
	Do →			
	Check & Standardize →			
	Act & Yokoten & Train →			

Purpose	○ Add Lexan cover with slot for exchange of shipping documentation with minimal personal interaction.
----------------	--

	BEFORE		AFTER
Item		Item	

	Brief Descriptions...		4/7/20	4/14/20	4/21/20	4/28/20
Benefit	<ul style="list-style-type: none"> Limit exposure of personal contact with shipping documentation. Added slot for document exchange. 	Schedule	Plan →			
			Do →			
			Check & Standardize →			
			Act & Yokoten & Train →			

Purpose ○ Add Lexan cover with slot for exchange of shipping documentation with minimal personal interaction.

BEFORE

Item



AFTER

Item



Brief Descriptions...

Benefit

- Limit exposure of personal contact with shipping documentation.
- Added slot for document exchange.

Schedule

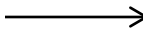
4/8/20

4/14/20

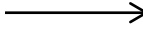
4/21/20

4/28/20

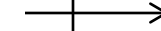
Plan



Do



Check & Standardize



Act & Yokoten & Train




Purpose	<ul style="list-style-type: none"> ○ Add Lexan cover with slot for exchange of visitor documentation with minimal personal interaction.
----------------	---

Item	BEFORE	Item	AFTER
			

Benefit	Brief Descriptions...	Schedule	4/8/20	4/14/20	4/21/20	4/28/20
	<ul style="list-style-type: none"> • Limit exposure of personal contact with vistor's to AAC. • Added slot for document exchange. 		Plan →			
			Do →			
			Check & Standardize →			
			Act & Yokoten & Train →			

Purpose	○ Reduce need for external members from coming into plant area.
----------------	--

	BEFORE		AFTER
Item	<div style="border: 1px solid black; padding: 50px; text-align: center; color: red; font-weight: bold;">No Before Pic</div>	Item	

Benefit	Brief Descriptions... <ul style="list-style-type: none"> Give external personnel an area to use the restroom without having to enter AAC common areas. 	Schedule	<table> <tr> <th>4/7/20</th><th>4/14/20</th><th>4/21/20</th><th>4/28/20</th></tr> <tr> <td>Plan →</td><td></td><td></td><td></td></tr> <tr> <td>Do →</td><td></td><td></td><td></td></tr> <tr> <td>Check & Standardize →</td><td></td><td></td><td></td></tr> <tr> <td>Act & Yokoten & Train →</td><td></td><td></td><td></td></tr> </table>	4/7/20	4/14/20	4/21/20	4/28/20	Plan →				Do →				Check & Standardize →				Act & Yokoten & Train →			
4/7/20	4/14/20	4/21/20	4/28/20																				
Plan →																							
Do →																							
Check & Standardize →																							
Act & Yokoten & Train →																							

Purpose	○ Reduce need for external members from coming into plant area.
----------------	--

	BEFORE		AFTER
Item	<div style="border: 1px solid black; padding: 50px; text-align: center; color: red; font-weight: bold;">No Before Pic</div>	Item	

	Brief Descriptions...		4/7/20	4/14/20	4/21/20	4/28/20
Benefit	<ul style="list-style-type: none"> Give external personnel an area to use the restroom without having to enter AAC common areas. 	Schedule	Plan →			
			Do →			
			Check & Standardize →			
			Act & Yokoten & Train →			

Purpose

- **AFMS Meeting Area floor marking to keep 6ft rule for participating members.**

Item

BEFORE



No standing spots marked.

Item

AFTER



Added marks to show 6ft separation areas.

Brief Descriptions...

- **Add floor marks to easily identify 6ft separation during stand up meeting.**

Benefit

Schedule

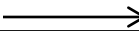
4/7/20

4/14/20

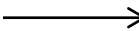
4/21/20

4/28/20

Plan



Do



Check & Standardize



Act & Yokoten & Train

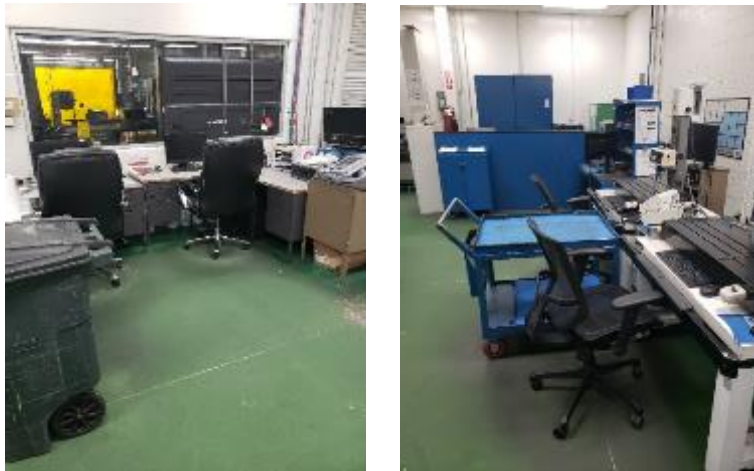


Purpose

- To promote and ensure social distancing by the QC Supv and T/L. Also inside the lab between the Surfcom and Contracer operator and Calibration Specialist.

Item

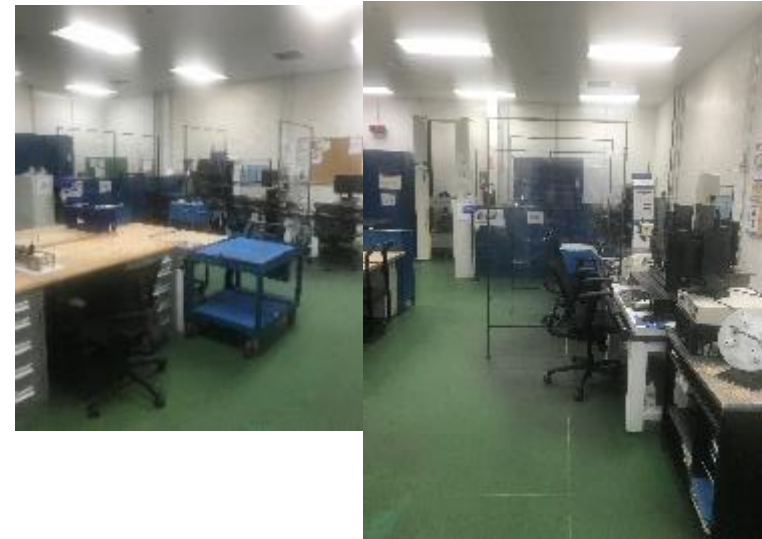
BEFORE



Layout of desk and equipment does not provide the 6ft minimum social distancing requirement.

Item

AFTER



Barrier creates a safe break between members in each area.

Brief Descriptions...

- To reduce risk of potential virus spread in QC Lab.
- To continue to promote separation where the minimum 6ft distancing requirement can not be achieved.

Benefit

Schedule

4/6/20	4/13/20	4/20/20	4/27/20
Plan →			
Do →			
Check & Standardize →			
Act & Yokoten & Train →			

Purpose

- To promote and ensure social distancing when visitors come the Plant 1 CMM Room for questions or to drop off check parts.

Item

BEFORE



There was no sign directing visitors where to stand nor was there an area marked on the floor.

AFTER



Item



Sign and marked location guides members to an area that creates a safe distance.

Brief Descriptions...

- To reduce risk of potential virus spread in Plant 1 CMM Room.
- To continue to promote separation by a minimum of 6ft.

Benefit

Schedule

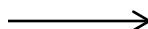
4/6/20

4/13/20

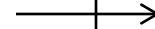
4/20/20

4/27/20

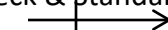
Plan



Do



Check & Standardize



Act & Yokoten & Train



Purpose ○ To promote and ensure social distancing between visitors to QC Lab and QC Supv desk.

BEFORE



No sign explaining to visitors where to stand when coming to the QC lab to talk to the Supv and keeping a 6ft minimum distance. No area marked.

AFTER



Item



Sign and marked space will indicate where for visitors to the QC lab to stand so there is a minimum of 6ft between them and the Supv.

Brief Descriptions...

- To reduce risk of potential virus spread in Plant 1 QC Lab.
- To continue to promote separation by a minimum of 6ft.

Schedule

4/6/20

4/13/20

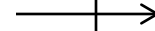
4/20/20

4/27/20

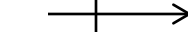
Plan



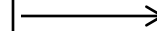
Do



Check & Standardize



Act & Yokoten & Train



Purpose ○ To promote and ensure social distancing between TM's during break activities.

BEFORE

- Open seating
- No distance requirement
- Smoking Room Active
- (4) Total Break Rooms

Item

AFTER



Item

Brief Descriptions...

- Floors taped off to show 6 ft separation marks for vending machine lines.
- Tables / Chairs moved to accommodate only 1 TM per table with 6ft distance.
- Smoking moved to outside only to increase seating in break rooms.

Benefit

Schedule

4/8/20	4/13/20	4/20/20	4/27/20
Plan →			
Do →			
Check & Standardize →			
Act & Yokoten & Train →			

Purpose

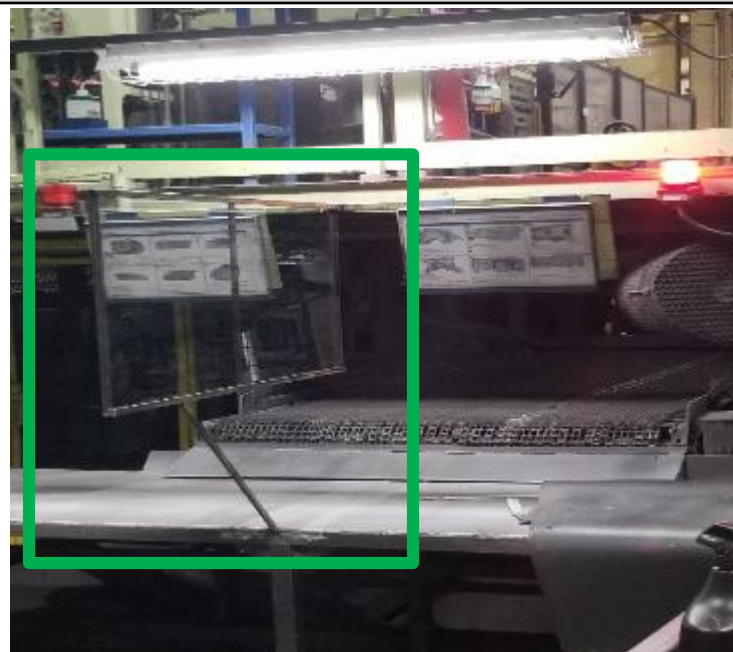
- To give barrier at 2250 DC Machine Catch Stations with (2) catch members.

BEFORE



Item

AFTER



Item

Brief Descriptions...

- Added lexan barrier to protect TM's when 6ft rule cannot be kept during production at 2250t DC Machines. (3 areas)

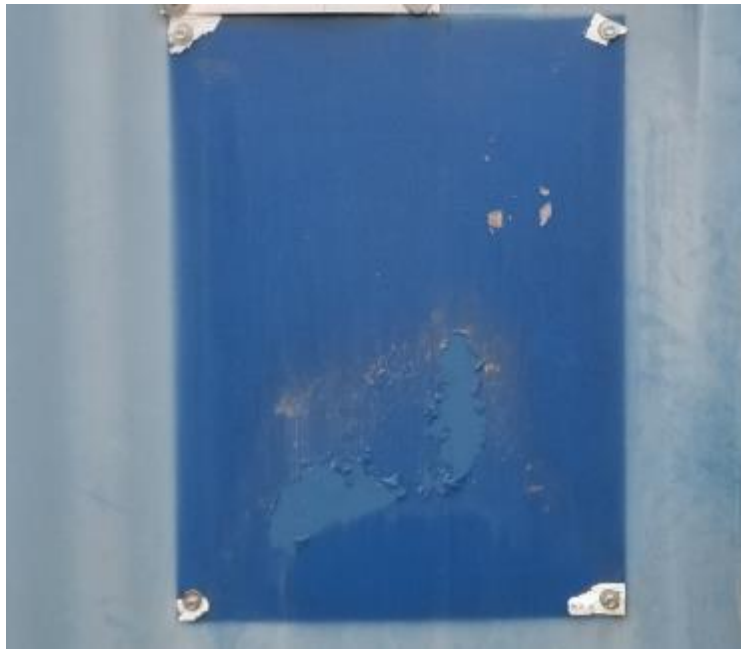
Benefit

Schedule

4/8/20	4/13/20	4/20/20	4/27/20
Plan →			
Do →			
Check & Standardize →			
Act & Yokoten & Train →			

Purpose ○ **Mark appropriate door for drivers to use for shipping office.**

BEFORE



Item

AFTER



Item

Brief Descriptions...

- **Added sign to mark driver entrance to shipping office.**

Benefit

Schedule

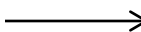
4/8/20

4/13/20

4/20/20

4/27/20

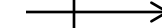
Plan



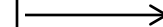
Do



Check & Standardize



Act & Yokoten & Train



Purpose ○ Mark appropriate door for drivers to use for shipping office.

BEFORE

Item



AFTER

Item



Brief Descriptions...

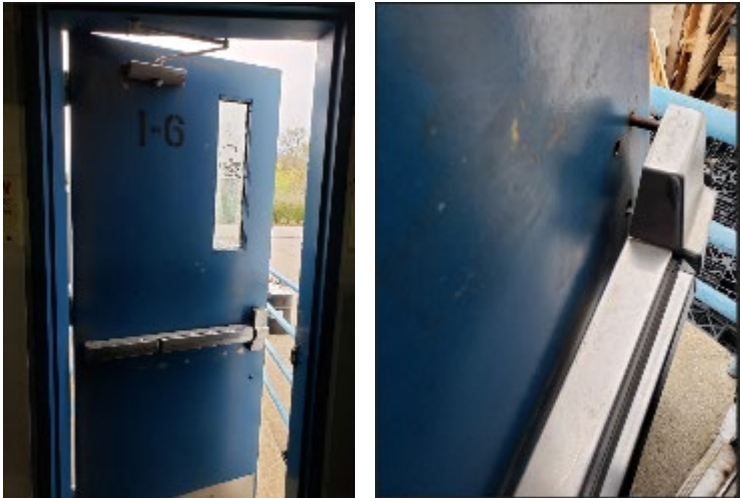

- Added sign to mark driver entrance to shipping office.

Benefit

Schedule

4/8/20	4/13/20	4/20/20	4/27/20
Plan →			
Do →			
Check & Standardize →			
Act & Yokoten & Train →			

Purpose	<ul style="list-style-type: none"> To ensure the safety of AAC team members by securing entryways and limiting access to truck drivers.
----------------	--

Item	BEFORE	AFTER
	 <p>Door lock is broken, will not remain closed and allows truck drivers a entry point into the facility.</p>	
		 <p>Door lock is in working condition and door will remain locked to prevent unknown entry into the facility.</p>

Benefit	Brief Descriptions...			
	<ul style="list-style-type: none"> To reduce risk of potential virus spread by unknown visitors Ensures truck drivers are limited in access points around the facility. 			
Schedule	4/8/20	4/7/20	4/8/20	4/9/20
	Plan →			
		Do →		
		Check & Standardize →		
			Act & Yokoten & Train →	

Purpose ○ Add buzzer to P1 receiving area to notify receiving member that a delivery driver is waiting.

BEFORE



Receiving cage is open, deliveries can be made unannounced, drivers can proceed into facility.

AFTER



Cage will remain locked, a buzzer with work instructions will allow drivers to announce themselves and entry into the facility has been barricaded.

Brief Descriptions...

- To reduce risk of potential virus spread by unknown visitors
- Ensures truck drivers are limited in access points around the facility.

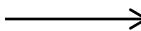
4/6/20

4/7/20

4/8/20

4/9/20

Plan



Do

Check & Standardize

Act & Yokoten & Train



Purpose ○ **Maintain 6ft rule in Plant 1 Front Lobby and Meeting Areas**

BEFORE

No Before Pic

AFTER



Brief Descriptions...

- **Mark 6ft lines for proper distancing.**

4/6/20

4/8/20

4/9/20

4/10/20

Plan



Do



Check & Standardize



Act & Yokoten & Train



Purpose ○ To promote and ensure social distancing by QC Patrol Insp TM's at Insp Area.

BEFORE



Layout of insp booths does not give 6ft separation of TM's.

AFTER




Add lexan to booths for personal barrier.

Brief Descriptions...

- To give barrier for TM's that due to space limitations cannot keep 6ft separation rule. (3 Booths)


	4/8/20	4/9/20	4/10/20	5/4/20
Schedule	Plan →			
		Do →		
		Check & Standardize →		
			Act & Yokoten & Train →	

Purpose	○ To promote and ensure social distancing by QC Patrol Insp TM's at Insp Area.
----------------	--

	BEFORE		AFTER
Item	<div>No Before Pic</div>	Item	

Benefit	Brief Descriptions...	Schedule	4/8/20	4/9/20	4/29/20	4/27/20
	<ul style="list-style-type: none">To give barrier for TM's that due to space limitations cannot keep 6ft separation rule. (3 Booths)		Plan →			
				Do →		
				Check & Standardize →		
					Act & Yokoten & Train →	

Purpose	○ To promote and ensure social distancing @ QC TL desk.
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	BEFORE		AFTER
Item	<div>No Before Pic</div>	Item	

Benefit	Brief Descriptions... <ul style="list-style-type: none"> To give barrier for TL's using desk for daily documentation. 	Schedule	<table> <tr> <th>4/8/20</th><th>4/9/20</th><th>4/29/20</th><th>4/27/20</th></tr> <tr> <td>Plan →</td><td></td><td></td><td></td></tr> <tr> <td></td><td>Do →</td><td></td><td></td></tr> <tr> <td></td><td>Check & Standardize →</td><td></td><td></td></tr> <tr> <td></td><td></td><td>Act & Yokoten & Train →</td><td></td></tr> </table>	4/8/20	4/9/20	4/29/20	4/27/20	Plan →					Do →				Check & Standardize →					Act & Yokoten & Train →	
4/8/20	4/9/20	4/29/20	4/27/20																				
Plan →																							
	Do →																						
	Check & Standardize →																						
		Act & Yokoten & Train →																					

Purpose

- To promote and ensure social distancing @ Buffing Area.

Item

BEFORE



Item

AFTER



Brief Descriptions...

- To give barrier for Team Member. Due to space limitations 6 ft. rule cannot be observed.

Benefit

Schedule

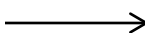
4/7/20

4/8/20

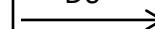
4/29/20

4/27/20

Plan



Do



Check & Standardize



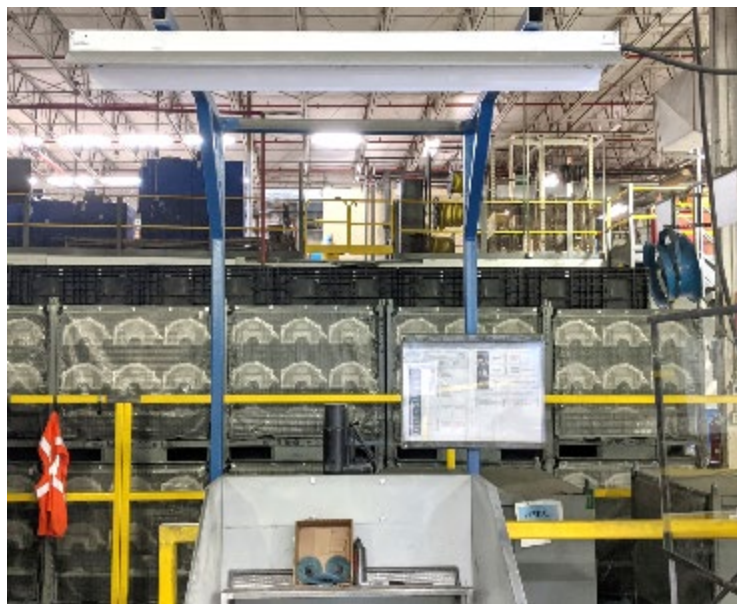
Act & Yokoten & Train



Purpose ○ To Maintain Comfortable Team Member Work Space.

BEFORE

Item



AFTER

Item



Brief Descriptions...

Benefit

- Barrier added to separate team members resulting in air flow restriction to one team member. Added small fan to team member work space

Schedule

4/7/20

4/9/20

4/29/20

4/27/20

Plan



Do



Check & Standardize



Act & Yokoten & Train



Purpose	<ul style="list-style-type: none"> To Promote team member health and safety by tool sanitizing.
----------------	--

Item	BEFORE	AFTER
		

Benefit	Brief Descriptions...				
	<ul style="list-style-type: none"> Work instruction on when and how to sanitize tools in buffing area. 				
Schedule		4/7/20	4/9/20	4/29/20	4/27/20
	Plan	→			
			Do	→	
				Check & Standardize	→
					Act & Yokoten & Train →

Purpose	<ul style="list-style-type: none"> To Promote team member health and safety by tool sanitizing.
----------------	--

Item	BEFORE	AFTER
		

Benefit	Brief Descriptions... <ul style="list-style-type: none"> Work instruction on when and how to sanitize 2S tools before and after use. 				
	Schedule	4/7/20	4/9/20	4/29/20	4/27/20
		Plan →			
			Do →		
				Check & Standardize →	
				Act & Yokoten & Train →	

Purpose ○ To prevent contamination of production control board while entering data on line sheets.

BEFORE



Item

AFTER



Item

Brief Descriptions...

- Work instruction detailing proper PPE to prevent contamination of production control board.

Benefit

Schedule

4/7/20

4/9/20

4/29/20

4/27/20

Plan



Do




Check & Standardize



Act & Yokoten & Train





Purpose	<ul style="list-style-type: none"> To promote and ensure social distancing between Die Cast Catch Station Members and Part Check Members.
----------------	--

	BEFORE	AFTER
Item	<p>No Before Picture Available</p> <p>Check Member would go directly to Catch Member to retrieve check parts.</p>	 <p>Work instruction created on safe pick up method.</p>

	Brief Descriptions...	4/6/20	4/13/20	4/20/20	4/27/20
Benefit	<ul style="list-style-type: none"> To reduce risk of potential virus spread in Plant 1 Die Cast area. Create proper distance between Check Member and Die Cast Catch Member. 				
Schedule		Plan →			
		Do →			
		Check & Standardize →			
		Act & Yokoten & Train →			

Purpose	<ul style="list-style-type: none"> To reduce the risk of potential virus spread by usage of QC Lab and CMM Room Equipment.
----------------	---

	BEFORE	AFTER
Item	<p>No Before Picture Available</p> <p>No instruction on sanitizing QC Lab or CMM Room Equipment.</p>	<p>Clean and Sanitize Area</p>  <p>List of Items</p> <ol style="list-style-type: none"> 1. Blue gloves 2. Spray bottle 3. White cloth 4. Hand sanitizer 5. Wiping cloth 6. Tool 7. Wiping cloth 8. Tool <p>Note: Pictures do not show all touch points. T/M is responsible to clean all touch points at their station or tooling they will use.</p>  <p>Work instruction created on sanitizing QC Lab and CMM Room equipment.</p>



	Brief Descriptions...		4/6/20	4/13/20	4/20/20	4/27/20
Benefit	<ul style="list-style-type: none"> To reduce risk of potential virus spread by usage of QC Lab and CMM Room Equipment. Create a sanitized area for members to perform job duties. 					
Schedule			Plan →			
			Do →			
			Check & Standardize →			
			Act & Yokoten & Train →			

Purpose	○ To reduce the risk of potential virus spread by touching baskets.
----------------	--

	BEFORE	AFTER
Item	<p>No Before Picture Available</p> <p>No instruction on sanitizing empty baskets.</p>	<p>Work instruction created on sanitizing empty baskets at the end of shift.</p>

	Brief Descriptions...	4/6/20	4/13/20	4/20/20	4/27/20
Benefit	<ul style="list-style-type: none"> To reduce risk of potential virus spread by touching baskets. Create a sanitized area of the baskets for team members to touch. 				
Schedule		Plan →			
		Do →			
		Check & Standardize →			
		Act & Yokoten & Train →			

Purpose	○ Post WI for TM's on proper glove use and reminder to change.
----------------	--

Item	BEFORE	Item	AFTER
			

Benefit	Brief Descriptions...	Schedule	4/9/20	4/10/20	5/4/20	
	<ul style="list-style-type: none">No place to hang documents at fork truck charging station.Added lexan to opening to hang fork truck disinfectant use and glove change procedure.		Plan →			
			Do →			
			Check & Standardize →			
			Act & Yokoten & Train →			

Purpose ○ Mark six foot stop points at each STOP sign.

Item

BEFORE



Item

AFTER



Benefit

Brief Descriptions...

- Create a stop point for member to create a social distancing space.

Schedule

4/9/20

4/10/20

5/4/20

Plan

Do

Check & Standardize

Act & Yokoten & Train

Purpose ○ To promote and ensure social distancing when sorting parts.

Item

BEFORE



Sort tables and supply stand was below the 6ft minimum distance.

Item

AFTER



Extended sort area and turned around supply stand so 6ft distance is between each station.

Brief Descriptions...

- To reduce risk of potential virus spread in Plant 1 sort area.
- To continue to promote separation by a minimum of 6ft.

Benefit

Schedule

4/6/20

4/13/20

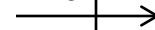
4/20/20

4/27/20

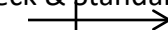
Plan



Do



Check & Standardize



Act & Yokoten & Train



Purpose ○ To promote and ensure social distancing DC offline function gage area.

BEFORE



Item

AFTER



Item

Brief Descriptions...

- Added 6ft reference marks in the area.
- To reduce risk of potential virus spread in Plant 1 DC Offline Function Gage area.
- To continue to promote separation by a minimum of 6ft.

Benefit

Schedule

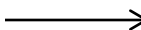
4/7/20

4/10/20

4/20/20

4/27/20

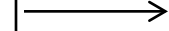
Plan



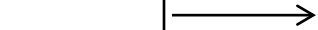
Do



Check & Standardize



Act & Yokoten & Train



Purpose ○ To promote and ensure social distancing MA offline function gage area.

BEFORE



Item

AFTER



Item

Brief Descriptions...

- Added 6ft reference marks in the area.
- To reduce risk of potential virus spread in Plant 1 MA Offline Function Gage area.
- To continue to promote separation by a minimum of 6ft.

Benefit

Schedule

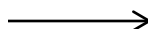
4/7/20

4/10/20

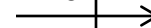
4/20/20

4/27/20

Plan



Do



Check & Standardize



Act & Yokoten & Train



Purpose ○ To promote and ensure social distancing FI offline function gage area.

BEFORE



Item

AFTER



Item

Brief Descriptions...

- Added 6ft reference marks in the area.
- To reduce risk of potential virus spread in Plant 1 FI Offline Function Gage area.
- To continue to promote separation by a minimum of 6ft.

Benefit

Schedule

4/7/20

4/10/20

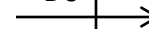
4/20/20

4/27/20

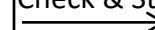
Plan



Do



Check & Standardize



Act & Yokoten & Train



Purpose	<ul style="list-style-type: none"> To reduce the risk of potential virus spread by touching push cart handles.
----------------	---

	BEFORE	AFTER
Item	<p>No Before Picture Available</p> <p>No instruction on sanitizing push cart handles.</p>	<p>Work instruction created on sanitizing push cart handles before and after use.</p>

	Brief Descriptions...	4/7/20	4/10/20	4/20/20	4/27/20
Benefit	<ul style="list-style-type: none"> To reduce risk of potential virus spread by touching push cart handles. Create a sanitized area of push cart handle for team members to touch. 				
Schedule		Plan →			
		Do →			
				Check & Standardize →	
				Act & Yokoten & Train →	

Purpose

- To promote and ensure social distancing inside the Test Cut Area when someone needs to use the balancer or band saw while test cut activities are being done.

Item

BEFORE



No defined space for member using band saw.

Item

AFTER



Defined boundary for test cut member to not cross if a different member is using band saw.

Brief Descriptions...

- To reduce risk of potential virus spread in Plant 1 Test Cut area.
- To continue to promote separation by a minimum of 6ft.

Benefit

Schedule

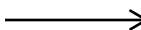
4/6/20

4/13/20

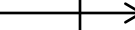
4/20/20

4/27/20

Plan



Do



Check & Standardize



Act & Yokoten & Train



Purpose

- To reduce the risk of potential virus spread during company van use.

Item

No Before Picture Available

No instruction on sanitizing vehicle before and after use.

BEFORE

Item

AFTER

Work instruction created on how to sanitize van before and after use.

Brief Descriptions...

- Clear work instruction for team member to follow on how to reduce risk of infection when using company vehicle.
- Prevent contamination of shared equipment.

Benefit

Schedule

4/8/20

4/13/20

4/20/20

5/4/20

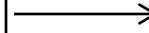
Plan



Do



Check & Standardize



Act & Yokoten & Train



Purpose

- To reduce the risk of potential virus spread during company van use.

Item

BEFORE

No Before Picture Available

No instruction on how many persons allowed in AAC cargo van during use.

AFTER

Item

Attention!!!!

Subject: Van Usage

Notice:

To promote social distancing van usage will be restricted to one person only unless authorized by Manager.

Instruction specifying on one person allowed in cargo van unless authorized by Manager.

Benefit

Brief Descriptions...

- Prevent contamination of shared equipment.
- Promote Social Distancing.

Schedule

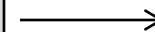
4/8/20

4/13/20

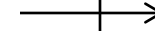
4/20/20

5/4/20

Plan



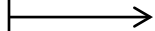
Do



Check & Standardize



Act & Yokoten & Train



Purpose ○ Limit TM's sharing of tools when possible.

BEFORE

Item



Shipping TM's shared "community" tape dispensers.

AFTER

Item



Ordered and labeled tape dispensers for each TM.

Brief Descriptions...

Benefit

- Ordered and labeled personal tape dispensers.
- Reduce the number of shared items between TM's.

Schedule

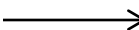
4/13/20

4/14/20

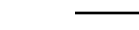
4/15/20

5/4/20

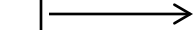
Plan



Do



Check & Standardize



Act & Yokoten & Train



Purpose

- To promote and ensure social distancing between Plant 1 Die Cast Patrol Inspection members and Die Cast Function Gage members while they are prepping parts for gaging.

Item

BEFORE



Die Cast Patrol Inspection stations are too close to Die Cast FG prep table preventing 6ft minimum distance.

Item

AFTER



Rotated Die Cast Patrol Inspection stations to create adequate distance between stations and patrol inspection members.

Brief Descriptions...

- To reduce risk of potential virus spread in Plant 1 Die Cast Patrol Inspection area.
- Create proper distance between inspection stations and Die Cast FG prep table.

Benefit

Schedule

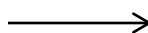
4/6/20

4/13/20

4/20/20

4/27/20

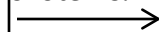
Plan



Do
→

Check & Standardize
→

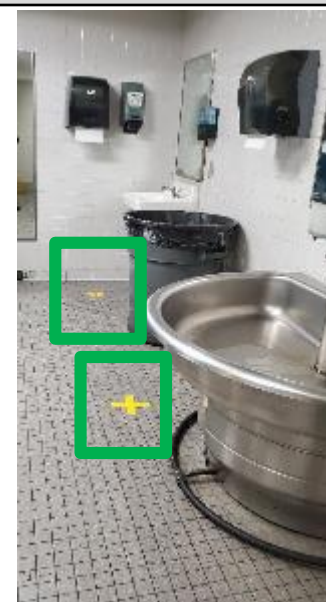
Act & Yokoten & Train



Purpose ○ **Organize Rest Room to ensure 6ft separation and limit exposure.**

Item

AFTER



Benefit

Brief Descriptions...

1. Added disinfectant bottle to door to use before/after restroom.
2. Added white lines to indicate 6ft separation.
3. Closed locker area. (area of gathering)
4. Added barrier between urinals
5. Added "X" to floor to show TM's where to stand during hand washing.

Schedule

4/13/20

4/14/20

4/15/20

5/4/20

Plan

Do

Check & Standardize

Act & Yokoten & Train

Purpose ○ To promote and ensure Sanitary conditions at charging stations

BEFORE



Battery charging stations

AFTER



Added gloves and sanitize bottle

Brief Descriptions...

- To reduce risk of potential virus spread in battery charging areas

4/7/20

4/14/20

4/21/20

4/28/20



Plan

Do

Check & Standardize


Act & Yokoten & Train

Purpose	○ To promote and ensure Sanitary conditions at Machining lines
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Item	BEFORE	Item	AFTER
	 <div>Machining line</div>		

Benefit	Brief Descriptions...	Schedule	4/7/20	4/14/20	4/21/20	4/28/20
	<ul style="list-style-type: none"> To reduce risk of potential virus spread in machining areas 		Plan			
			Do			
			Check & Standardize			
			Act & Yokoten & Train			

Purpose	<ul style="list-style-type: none"> To promote and ensure Sanitary conditions at Machining lines
----------------	--

Item	BEFORE	Item	AFTER
	 <div>Machining line</div>		

Benefit	Brief Descriptions...	Schedule	4/7/20	4/14/20	4/21/20	4/28/20
			Plan			
	<ul style="list-style-type: none"> To reduce risk of potential virus spread in machining areas 		Do			
			Check & Standardize			
			Act & Yokoten & Train			

Purpose	<ul style="list-style-type: none"> To promote and ensure Sanitary conditions at Die Cast lines
----------------	---


Item	BEFORE
	 <div data-bbox="187 855 915 913">Die cast Machine</div>

Item	AFTER
	

Benefit	Brief Descriptions...
	<ul style="list-style-type: none"> To reduce risk of potential virus spread in Die Cast areas


Schedule	4/7/20	4/14/20	4/21/20	4/28/20
	Plan			
	Do			
	Check & Standardize			
	Act & Yokoten & Train			


Purpose	<ul style="list-style-type: none"> To configure break room to keep 6ft distance or provide barrier while TM's are on break.
----------------	--

	BEFORE		AFTER
Item	<div>No Before Pics</div>	Item	

Benefit	Brief Descriptions...		4/13/20	4/16/20	4/17/20	5/4/20
	<ul style="list-style-type: none"> Space TM's 6ft apart while inline for drinks, food, etc. Provide barrier from TM's at tables and TM's waiting inline. Provide one way traffic for TM separation. 	Schedule	Plan			
				Do		
				Check & Standardize		
				Act & Yokoten & Train		

Purpose	<ul style="list-style-type: none"> To promote and ensure social distancing
----------------	---


Item	BEFORE
	 <p>Lobby seats allow people to set within 6' of each other</p>

Item	AFTER
	 <p>Places "NO SITTING AREA" signs to make 6' distance.</p>

Benefit	Brief Descriptions...
	<ul style="list-style-type: none"> To reduce risk of potential virus spread in at the Finishing shift start meeting


Schedule	4/13/20	4/14/20	4/15/20	5/4/20
	Plan			
		Do		
			Check & Standardize	
				Act & Yokoten & Train

Purpose	<ul style="list-style-type: none"> To promote and ensure social distancing
----------------	---

	BEFORE	AFTER
Item	<div style="border: 1px solid black; padding: 20px; text-align: center;"> <p>NO Before Picture Available</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Plant 2 Machinng shift meeting did not have area to keep members 6' apart.</p> </div>	 <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Placed "X" to show team members where to stand to keep 6' apart.</p> </div>

Benefit	Brief Descriptions...	Schedule	4/3/20	4/13/20	4/15/20	5/4/20
	• To reduce risk of potential virus spread in at the Finishing shift start meeting		Plan			
				Do		
					Check & Standardize	
						Act & Yokoten & Train

Purpose	<ul style="list-style-type: none"> To separate TM's at work stations where 6ft rule cannot be kept.
----------------	--

	BEFORE		AFTER
Item	<div>NO Before Picture Available</div>	Item	

Benefit	Brief Descriptions... <ul style="list-style-type: none"> Added plastic sheeting barriers to QC Lab workstations. 	Schedule	<table> <tr> <th>4/13/20</th><th>4/14/20</th><th>5/4/20</th><th></th></tr> <tr> <td>Plan</td><td></td><td></td><td></td></tr> <tr> <td></td><td>Do</td><td></td><td></td></tr> <tr> <td></td><td>Check & Standardize</td><td></td><td></td></tr> <tr> <td></td><td></td><td>Act & Yokoten & Train</td><td></td></tr> </table>	4/13/20	4/14/20	5/4/20		Plan					Do				Check & Standardize					Act & Yokoten & Train	
4/13/20	4/14/20	5/4/20																					
Plan																							
	Do																						
	Check & Standardize																						
		Act & Yokoten & Train																					

Purpose

- Reduces the number of touch points.

BEFORE

Item



Conveyance pulled a rope to open / close the entry door

AFTER

Item



Extended rope to a foot pedal for open / close function.

Brief Descriptions...

Benefit

To reduce risk of potential virus spread by elimination of touch points

Schedule

4/16/20

4/17/20

5/4/20

Plan

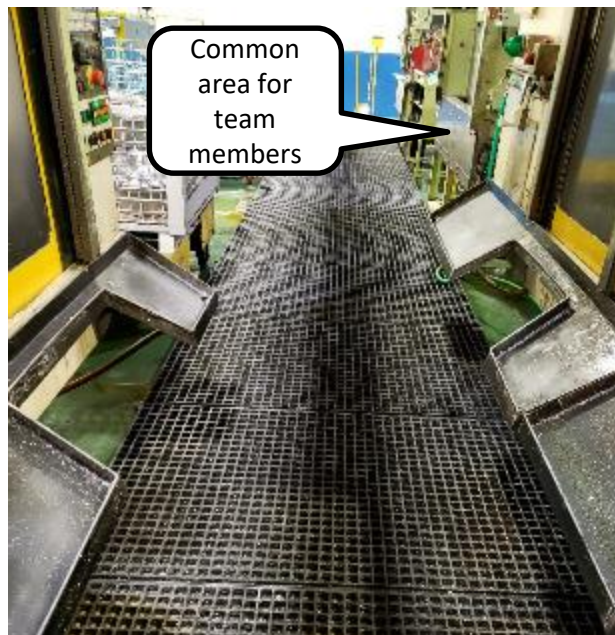
Do

Check &
Standardize

Act & Yokoten
& Train

Purpose ○ To promote and ensure social distancing

BEFORE



Item

AFTER



Item

Brief Descriptions...

To reduce risk of potential virus spread by maintaining 6' distance.

Benefit

Schedule

4/16/20

4/17/20

5/4/20

Plan

Do

Check &
Standardize

Act & Yokoten
& Train

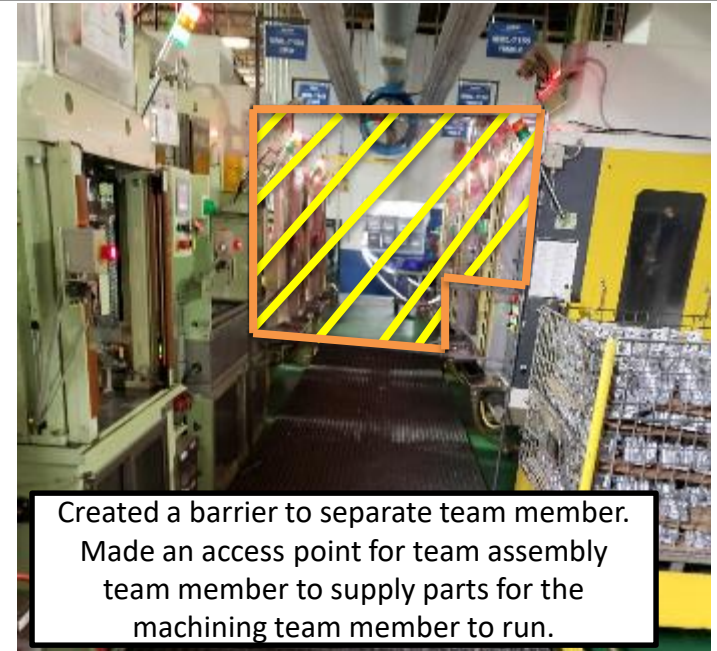
- Purpose**
- To protect team members when social distancing is not possible.

BEFORE



Item

AFTER



Item

Brief Descriptions...

To reduce risk of potential virus spread by putting barrier between team members.

Benefit

Schedule

4/16/20

4/17/20

5/4/20

Plan

Do

Check &
Standardize

Act & Yokoten
& Train