

Mistake-Proofing Training Course Objectives

Unit 1 | Mistake-Proofing Primer

- Understand the goal of mistake-proofing.
- Know the language of mistake-proofing.
- Recognize mistake-proofing solutions in everyday life and use these solutions as triggers for ideas to mistake-proof your processes.
- Identify the five process input elements that exist in any process.
- Recognize why errors are made.
- See the value of improving processes so that mistakes are prevented instead of relying on inspection to find mistakes.

Unit 2 | Effects of Mistake-Proofing

- Be able to rank the relative power of the different forms of mistake-proofing effects.
- Recognize a forced control effect. Be able to apply:
 - Elimination
 - Combination
 - Guides
 - Process control
- Have an understanding of some of the types of sensors available to achieve a shutdown effect.
- Have an understanding of some of the types of devices available to create a mistake-proofing solution using a warning effect.
- Know how to apply sensory alert effects to mistake-proofing.

Unit 3 | Implementing Mistake-Proofing Solutions

- Learn to apply mistake-proofing solutions after the root cause has been found.
- Be able to evaluate whether the mistake-proofing solution is practical, feasible, and cost-effective.
- Learn how to build-in ways to assure your solution does not get overridden.
- Evaluate the robustness level of your solution.
- Become familiar with 10 improvement tools that complement the mistake-proofing process.

Unit 4 | Mistake-Proofing in Action

In this unit, recurring problems from a variety of industrial settings are explored and successful mistake-proofing solutions are shown. The problems come from the following industrial settings:

- High volume manufacturing.
- Assembly operations.
- A job shop environment.
- Process industries.
- Equipment set-up.
- In the office.

The primary objective of this Unit is to expose you to a variety of mistake-proofing solutions to help you develop your own mistake-proofing solutions.

The secondary objective is to help you think through the solution presented and then identify what type of solution has been used.