



Understanding the actual state - Analyse movements

Transfer task

Task

- Understand the flow and basic pattern of the process
 1. Spaces
 2. Movements &
 3. Sequence of the process
 4. Pattern of the process
- Visualise the process with paper & pencil.

This template will help you with the application:



[Click on this link or scan the QR code.](#)

Procedure

- Print out the template
- Select the relevant process and observe it a few times
- Draw the premises in the template
 - Work areas & machines
 - Material supply locations
 - Employees
- Visualise the movements of the employee
 - Walking routes: line with arrow
 - Grasping paths: line
 - Return path: dashed line with arrow
- Number the movements with the numbers of the work steps
- Observe further cycles, if necessary, to confirm the recognised pattern.
- Prepare the key messages & your findings

Tip!

- Pay attention to the following when recording the movements:
- Inform the employee about the reason and procedure of your process observation.
 - Record the movements on site at the process
 - Try to represent the process to scale
 - Visualise the movements from a "bird's eye view".
 - Represent EACH movement with a single stroke/arrow

