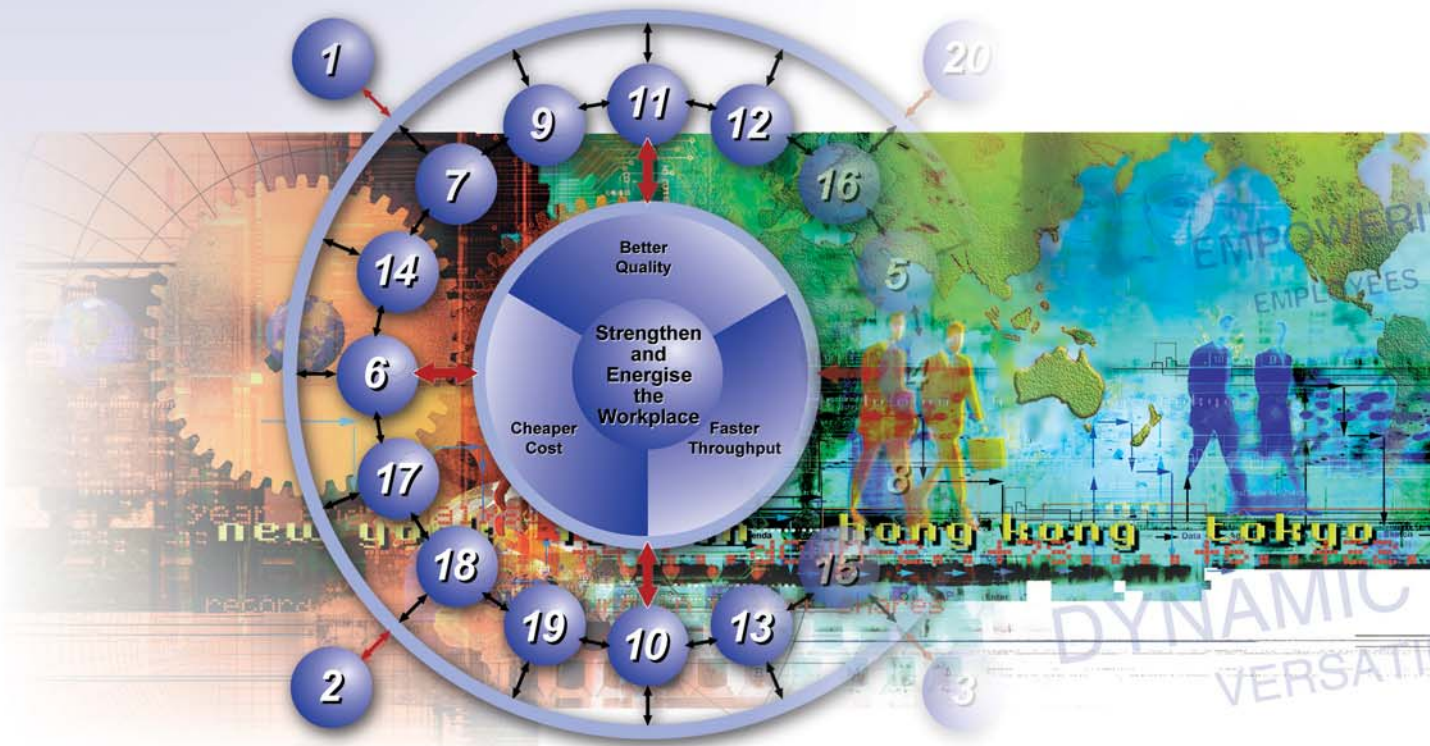


20 Keys

... to
world class competitiveness
and
total workplace
improvement



The 20 Keys

1. Cleaning and Organising
2. Rationalising the System/Goal Alignment
3. Small Group Activities
4. Reducing Work-in-Process
5. Quick Changeover Technology
6. Kaizen of Operations
7. Zero Monitor Manufacturing/Production
8. Coupled Manufacturing/Production
9. Maintaining Machines & Equipment
10. Workplace Discipline
11. Quality Assurance
12. Developing Your Suppliers
13. Eliminating Waste
14. Empowering Employees to Make Improvements
15. Skill Versatility and Cross Training
16. Production Scheduling
17. Efficiency Control
18. Using Information Systems
19. Conserving Energy and Material
20. Leading Technology/ Site Technology



20 Keys

... to world class **competitiveness** and **total workplace improvement**



Aims

The 20 Keys programme energises the entire organisation to work together for continuous improvement to:

- achieve the strategic objectives of the organisation.
- improve customer satisfaction by making products and services better, cheaper and faster.
- improve the productivity and flexibility of the organisation
- Create a lean organisation

Features

The 20 Keys programme is:

- An international benchmarking system utilising visual standards to simplify the benchmarking process.
- A lean management system and continuous business improvement.
- Supported by world-class training and development material.



Benefits

Organisations embarking on the 20 Keys programme have had the following benefits:

80% reduction in work-in-progress

60% reduction in lead time

41% improvement in quality

90% improvement in productivity



Method

The 20 Keys uses the CAPDO cycle.

- Bench mark
- Analyse gaps
- Establish clear action plans
- Monitor implementation

A methodology that ensures everyone works together towards common goals in the interest of the business. Implementation is both scaleable and flexible.

The 20 Keys energises the entire organisation and provides tools and techniques to improve organisation performance by involving all employees.

Background

Despite rapid changes in the global economic landscape world class organisations remain competitive. Many organisations strive to learn the secrets of their success and have implemented programmes such as TQM, JIT, TPM, Six Sigma and others for continuous improvement. Many have not achieved sustained success. Successful companies totally integrate their improvement processes and are committed to a long-term comprehensive approach. 20 Keys provides the framework, tools and techniques to achieve this.

... to improve **competitiveness, profitability** and long term **sustainable business success!**



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