

# Quick Changeovers (SMED) Methodology Summary

This information leaflet provides an executive summary of the Global Pharma Networks SMED training workshops.

## Toolkit Content:

### Introduction:

Provides an introduction to the history of SMED, modern manufacturing and why quick changeovers are important: -

- What is SMED?
- How is it relevant to companies operating strategies?
- What are the benefits of reducing changeover time?

### SMED Methodology

Introduces the stages in the SMED process from : -

- Definition of stages and Key lessons
- Use of observation sheets and Changeover Charts
- Mobilising a SMED improvement team
- Introduction to project planning and definition
  - What makes projects fail
  - What makes projects succeed

This section is in two parts, the SMED methodology and mobilising and managing a SMED project team. In the first part we concentrate on developing an understanding of the SMED methodology. This is done through an interactive discussion process and through exercises. The process is designed around a discussion forum related to the technique and then putting what is learnt into practice using the exercises. The attendees then put the SMED methodology into practice by executing a live changeover on a desktop machine. This process is run as a competition and is designed to allow the attendees to get involved as a team in the process. This competition forms the basis for the second part of this section, which is mobilising a SMED project team. As part of this section we will review how the attendees, worked together in the competition. Having reviewed the experiences of the attendees the process of mobilising an effective project team will be addressed. As part of this section we will address: -

- Defining the Project
- Team roles and responsibilities
- Identifying the milestones and supporting activities
- Reporting and controlling process

### Tackling a Real Changeover

The second part of GPN's SMED course is customised to the organisation's real needs. As part of the customising process GPN will, where possible, video real changeovers that take place currently in the organisation and use these as live example exercises for the attendees to hone their skills on.

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In this practical workshop the attendees will identify savings that can be implemented immediately on site. They will then create the project plans to implement these improvements and identify the project team and scope required to finalise the project after the course is completed.

**Supporting material:**

While SMED methodology is the key to successfully reducing changeovers the team may need other tools and techniques to help them complete the activities within the project plan. GPN provides a range of Tools that may be useful: -

- Process Mapping
- Project Management
- Capacity analysis and planning
- Problem Solving
- Analytical Tools

In addition to using these additional tools GPN recommend a follow up day to ensure that the SMED projects started during the practical phase are implemented fully. This typically occurs 3 to 4 weeks after the initial course and is dependent on the size of the projects and timescales to implement.