MISTAKE PROOFING (POKA YOKE)

Quality Tools & Techniques

Objectives

Chapter 1:
The course objectives of this chapter are to ensure that the participants understood the concept of Zero Defects environment and the Mistake Proofing (Poka Yoke) concepts.
Chapter 2:
The cost objectives of this chapter are to ensure that, as operational staff, the body of QC skills & knowledge required and therefore under the heading of continuous improvement tool illustrates New Quality Management Tools for application use.

Duration

2 days | 9am – 5pm | 14 hours

Who should attend

This course is particularly suitable for and benefit to Engineers, Supervisors, Process Specialists or any personnel involved in maintenance, process control and improvement activities.

Course Fees

Member: S$535.57
Non-Member: S$563.76
Registration Fee of S$17.28 apply
SDF funding & SkillsFuture applicable
All fees stated are inclusive of 8% GST

Award of Certificate

Certificate of Completion will be issued to participants who have attended at least 75% of the course.

SQI INTERNATIONAL

enquiries@sqi.org.sg

+65-6467 4225

www.sqi.org.sg

1 Sophia Road #05-06/07 Peace Centre S(228149)

CHAPTER 1

The course illustrates the Mistake Proofing system and the application of tools and techniques to prevent mistakes from becoming defects in the operational activities. The selection and acquisition of the use of various mistake proofing methods in different work situation and environment. The various topics covered are as follows:

1.0	Zero Quality Control (ZOC)
1.1	Limitation of SPC
1.2	What is Zero Defects?
1.3	The PDCA cycle
1.4	Error and Defects
1.5	Integrating Do & Check in Zero Defects
1.6	The Elements of Zero Defects approach
2.0	Products Inspection
2.1	Judgment Inspection
2.2	Informative inspection
2.3	Source inspection
3.0	Understanding Mistake Proofing
3.1	Why mistakes are made?
3.2	Strategies for Zero Defects
3.3	Mistake Proofing principle and concepts
3.4	The purposes for Mistake Proofing
3.5	The desired outcome
3.6	Mistake proofing methods
3.7	When Mistake proofing won't work
3.8	Practical & cost-effective Poka Yoke
4.0	The Mistake Proofing process
4.1	Mistake proofing steps
4.2	Poka Yoke process tools & techniques
4.3	Integrating Poka Yoke with FMEA
4.4	Implement Poka Yoke Ideas
4.5	Continuous Improvement
4.6	The Cultural Elements
4.7	Case studies / illustrations

CHAPTER 2

It describes the supporting team problem solving skills (which makes almost all of the tools effective) with effective tools like the Pareto Analysis, the Cause and Effect Diagram etc. This also illustrates the six classic problem-solving steps and guidelines for brainstorming the remedial solutions.

With the Process Flow charts, it highlights on the improvement steps that need to follow with Plan-Do-Check-Act approach improvement cycles. The participants will also understand the concept of the New Quality Management tools namely, Affinity diagram, Tree diagram, Interrelationship digraph (I.D), Prioritisation matrices and FMEA applications.

The selection and acquisition of the use of various mistake proofing methods in different work situation and environment. The various topics covered with case studies / illustrations are as follows:

1.	The Team Approach
2.	The Six Class Problem-Solving steps
3.	The problem must be defined
4.	Guidelines for Brainstorming
5.	Fishbone Cause and Effect Diagram
6.	Process Flow Chart
7.	Process Flow Improvement steps
8.	Plan-Do-Check-Act (PDCA)
9.	team Problem Solving Flow Chart
10.	The New quality Management Tools

- Affinity Diagram
- Tree Diagram
- Interrelationship Diagraph (I.D)
- Prioritisation Matrix
- FMEA (System, Design & Process)

Please refer to this URL
https://www.sqi.org.sg/courses/
or QR Code for soft copy
and updated training schedule

Membership Application

Register membership online at **www.sqi.org.sg/membership-join/** or contact us to get the membership application form.

Membership Categories:
~ Organisation membership
~ Individual membership

SQI International is a subsidiary of Singapore Quality Institute (SQI). SQI operates as a non-profit professional institute that promotes and advances excellence in the field of quality in Singapore; and actively champions quality initiatives in the region and around the world through networking and collaborating with other international quality organisations.

SQI is a World Partner of the American Society for Quality (ASQ); and a Board Member of both the Asian Network for Quality (ANQ) and the World Alliance for Chinese Quality (WACQ).

TÜV SÜD
ISO 9001
CERT NO. 2012-1-0918
ISO 9001 : 2015

WACQ

CQI | IRCA
APPROVED TRAINING PARTNER

Our World Partner in Quality
ASQ

Board Member of
ANQ
ASIAN NETWORK FOR QUALITY