

# **Basic Equipment Care Workshop (4 Days)**

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## ***Day 1***

### **Welcome and Introductions**

#### **Basic Concepts of TPM/TPR**

- ▶ Rational/What is TPM/TPR
- ▶ Why TPM/TPR
- ▶ Benefits

#### **Equipment Improvement Teams**

- ▶ Team Formation
- ▶ Equipment Evaluation
  - ◆ View Equipment
  - ◆ Run Equipment
  - ◆ Identify Lock-Out Points/Plan
  - ◆ Identify Cleaning Needs and Supplies
  - ◆ Discuss Safety Specific to Machine
  - ◆ Identify Guard Removal
  - ◆ Discuss Machine Documentation Availability

### **Wrap-Up**

## ***Day 2***

### **Review Day 1**

#### **7 Steps to Implementing Basic Equipment Care**

- ▶ Step 1: Perform Initial Cleaning
  - ◆ Cleaning
  - ◆ Safety/Cleaning Precautions
- ▶ CLAIR Activity
  - ◆ Initial Cleaning
  - ◆ Defect List
- ▶ Team Coordination/Begin Display Board
- ▶ CLAIR Activity
  - ◆ Initial Cleaning
  - ◆ Defect Prioritization

### **Wrap-Up**

## **Basic Equipment Care Workshop (4 Days) (cont'd)**

### ***Day 3***

#### **Review Day 2**

#### **7 Steps to Implementing Basic Equipment Care**

- Step 2: Address Contamination Sources
  - ◆ CLAIR Activity
    - Countermeasures/Repair
    - Adjusting/Tightening
- Step 3: Establish Cleaning & Lubrication Standards
  - ◆ Machine Care
    - Lubrication
    - Cleaning
  - ◆ Lubrication
- Step 4: Inspect Equipment
  - ◆ Daily Checks
  - ◆ Operator Inspections
  - ◆ PMs
  - ◆ Visual Controls
  - ◆ CLAIR Activity
    - Standards
    - Inspections
    - Visual Controls

#### **Wrap-Up**

## **Basic Equipment Care Workshop (4 Days) (cont'd)**

### ***Day 4***

#### **Review Day 3**

#### **7 Steps to Implementing Basic Equipment Care**

- Step 5: Improve Process Knowledge
- Step 6: Improve Workplace Organization
  - ◆ 5S
- Step 7: Sustain Basic Equipment Care
  - ◆ CLAIR Activities
    - Complete Open Activities
    - 5S Area
    - Display Board
    - Develop Job Aids (Single Point)

#### **Presentations**

- Preparation
- Present
  - ◆ Team Name
  - ◆ Team Mission
  - ◆ Team Members
  - ◆ Key Learning
  - ◆ Defect List
  - ◆ 3-Key Repairs
  - ◆ Open Issues
  - ◆ Resource Needs
  - ◆ Standards
  - ◆ Display Board
  - ◆ Summary