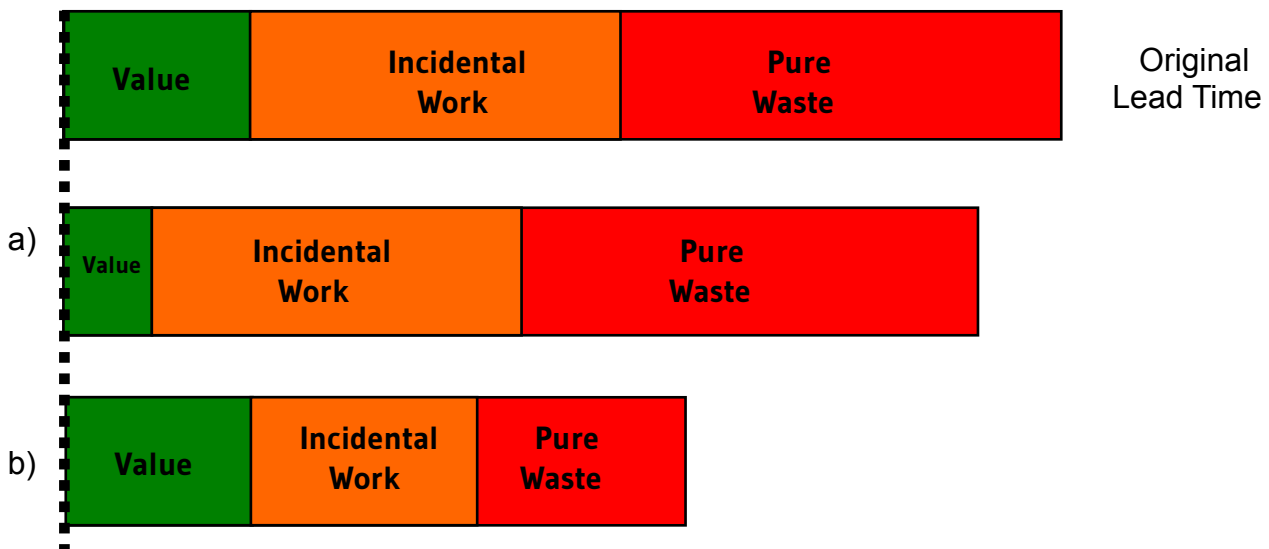


Lean Practitioner / Expert – Questions

Module – Intro to Lean & Wastes

1. What is the principle of Lean – Pick the most appropriate answer.
 - a. Tools that help to make our workplace more efficient.
 - b. A system that helps to make our company smaller.
 - c. A set of principles and techniques that eliminate waste and deliver to our customers.
 - d. All of the above.
2. What is the definition of a Value-Added activity we carry out at work – Tick one or more responses.
 - a. Anything we do at work
 - b. An activity that transforms or shapes material or information.
 - c. Movement of materials.
 - d. An activity that transforms or shapes material or information, the customer wanted it and it's done right the first time.
 - e. All of the above
3. Name the category descriptions of an activity that we perform at work
 - a. Value Add, Incidental Work and Waste
 - b. Value Add, Change Over and Waste
 - c. Value Add and Waste
 - d. Normal Work and Waste
4. What is the desired way to implement change within your workplace?



5. Name the 8 types of waste as listed within our notes.
 - a. Transport, Inventory, Motion, Waste, Over Processing, Over Production, Defects, Space
 - b. Transport, Inventory, Motion, Waiting, Over Processing, Over Production, Defects, Skills Underutilised
 - c. Transport, Inventory, Motion, Waste, Over Processing, Over Production, Defects, Space
 - d. Transport, Inventory, Motion, Waiting, Over Participation, Over Production, Defects, Skills Underutilised

6. Pick the most appropriate example of Over Processing.
 - a. Making more product that is required.
 - b. Delays caused by information not coming from the office
 - c. High Stock Levels or raw materials
 - d. Excessive sign offs on a document.

7. Which company famously developed various tools in which Lean is based on today?
 - a. Heinz
 - b. Mercedes Benz
 - c. Microsoft
 - d. Toyota

8. Within Lean process, what is the main focus area that we are trying to satisfy?
 - a. Our Customers' Requirements & Expectations
 - b. Our Employer
 - c. Balance Sheet
 - d. General public

9. The first of Four Rules of the Toyota Production System is:
 - a. All work is highly specified with work instructions.
 - b. All work is highly specified by the most experienced person.
 - c. All work is highly specified in its content, sequence, timing, and outcome.
 - d. All work is highly specified by the technical drawings

10. The second of Four Rules of the Toyota Production System relates to having internal customers with defined service levels. The wording is:
 - a. Each person knows who provides what to them, and when.
 - b. Each person knows who delivers items to them and when
 - c. Each person knows what to expect
 - d. Each person knows their place and how to get others to respond to their needs.

11. The waste "Motion" refers to:
 - a. Human movement.
 - b. Work movement.
 - c. Distance the work moves from start to finish
 - d. How workflows from one process to the next.