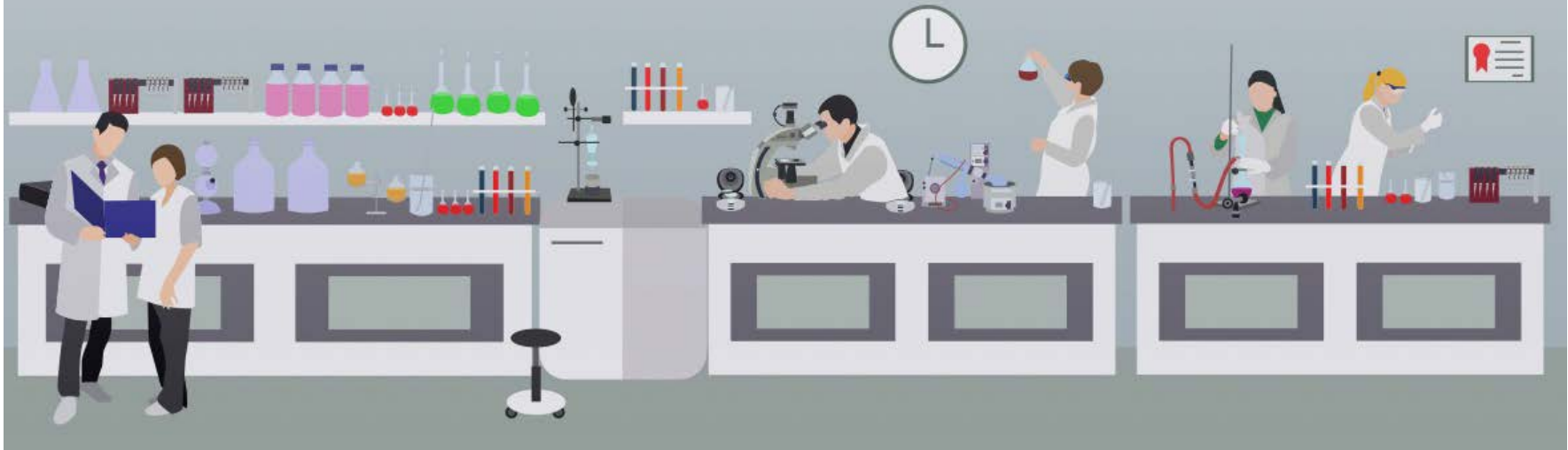




ARTEL

Trust Your Results

Apply LEAN in Your Lab



**LEAN means
doing more
with less time,
space,
materials and
machinery**



Sort

- Make work easier by eliminating obstacles
- Prevent accumulation of unnecessary items
- Remove all parts or tools that are not in use
- Segregate unwanted material from the workplace
- Define Red-Tag area to place unnecessary items
- Waste removal



Straighten

- Arrange all necessary items so that they can be easily selected for use
- Organize work station in such a way that all equipment and materials are in close proximity
- Make it easy to find needed items
- Make workflow smooth and easy
- Maintain safety
- Place components according to their uses, with the frequently used components being nearest to the work place



Shine

- Clean your workplace on a scheduled basis
- Perform visual inspection
- Prevent equipment deterioration by performing maintenance at scheduled intervals
- Keep workplace clean
- Develop daily and weekly cleaning checklist
- Make cleaning part of every job



Standardize

- Standardize the best practices in the work area
- Maintain high standards in workplace
- Everything in its right place
- Every process has a standard



Sustain

- Ensure safe environment
- Perform regular audits
- Training and discipline
- Self discipline
- Maintain proper order
- Ensure all defined standards are being implemented

