

Mistake Proofing (or Poke Yoke)

Services	Deliverables
• Mistake Proofing Workshop	▪ 4 hour Class for 5-15 participants

Four-Hour Workshop: Mistake Proofing

This four-hour introduction will help participants understand mistake proofing/poke yoke techniques and how they fit into the Lean process improvement environment. Participants will be introduced to various Root Cause Analysis and Problem Solving techniques, i.e. Fishbone Charts, Failure Mode and Effect Analysis, and the Five Whys. Examples will be presented in the form of videos, photos, and actual devices that have incorporated Mistake Proofing within their design.

The Six Mistake Proofing Techniques - Elimination, Replacement, Prevention, Facilitation, Detection, and Mitigation will be presented and explored, as well as the use of Mistake Proofing Worksheets and Poke Yoke forms.

The Advantage Kentucky Alliance trainer will deliver the following learning activities and tools.

- Lecture with overheads
- Tool demonstration
- Applicable videos
- Workbooks for participants
- Discussion and interaction
- Questions and answers



Benefits of the Mistake Proofing Workshop

Upon completion of the Mistake Proofing Workshop, participants will:

- understand what is Poke Yoke/Mistake Proofing ;
- be able use Root Cause Analysis to define problems;
- understand the Six Mistake Proofing Techniques and examples of each;
- have basic knowledge of Failure Mode and Effects Analysis as a risk assessment tool;
- be able to complete a Fishbone Chart;
- be able to conduct a Five Whys session;
- understand where Mistake Proofing has been used and site examples of:
 - a) improving quality
 - b) solving safety issues
 - c) reducing defects
 - d) improving Customer satisfaction
 - e) reducing inspection

The Company will provide the classroom and refreshments for participants and trainer.

