**What Is A Standardised Process?**

Standardised work routines should reflect the agreed upon best practices of the work group:  the one best way to perform the work today. This will provide:

* + Employee involvement and empowerment,
	+ Consistency (reduction of variation) among staff members performing the work,
	+ Improved productivity without added stress,
	+ Improved, consistent quality,
	+ Reduction or elimination of errors and mistakes,
	+ Work process stability,
	+ Increased employee safety,
	+ Improved cost management as wastes are removed,
	+ Availability of a great tool for staff training, and
	+ Visual management - managers and supervisors can see when processes are not operating normally.

**Why Do We Need it?**

* To maintain a safe working method
* To ensure a product is produced to the required quality in the same time every time
* Removes and / or elimination of variation
* To capture the current best practice operating method
* To involve everyone in defining the process
* To define the working sequence
* To have confidence that we will achieve expected outcomes
* To provide a firm foundation for improvement