

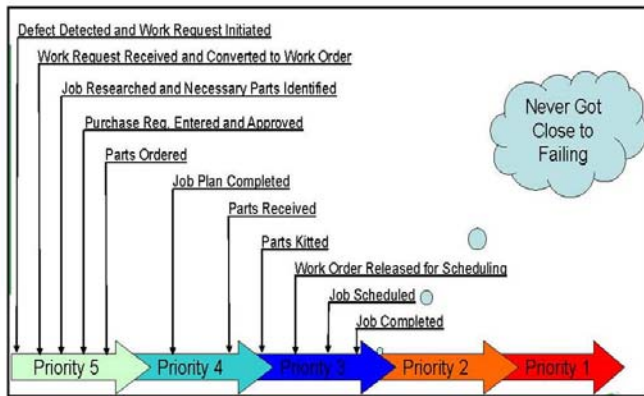
Tool Box Training – Parts Kitting/Staging



“Having the Right Part at the Right Time”

The main purpose of Kitting in Maintenance

Kitting/Staging is defined as the having all parts, prints, and repair / PM / rebuild instructions are together in a kit. These items are delivered to the job site or in a kitting area to eliminate “wait” time for parts, prints, and instructions. Special tools may be placed in the Kit to again improve maintenance productivity.



What is Kitting and why it is so important?

Kitting is defined as components pulled from stock and readied for delivery. The Kits are set up, picked, and completed in a secured area to prevent parts from being taken to supply other kits. Once the kit is completed, it is staged in secure kitting area or delivered to the job site. This eliminates the waiting time and searching time for parts, information, etc. and decreases downtime of equipment.

General Rules which must be followed:

1. Work orders for Kits are not to be scheduled until there all parts, material, drawings, procedures, etc are on site and kitted.
2. No issue of partial Kits to the storeroom for picking (unless management approves per incoming stock due dates or other circumstances).
3. Kits kept in a secured area
4. Each Kit has separate containers, and are marked (For example 1 of 3, 2 of 3, 3 of 3 along with the work order that is visible)

5. Kits are developed per individual work order, with a start date and a due date.
6. Kits are to include all pertinent information, including tools, job instructions, and prints/drawings. Work orders with the parts showing description, quantity, and location, and other related installation instructions as necessary. Special tools may be included in the kit.
7. Kits are mobilized, for easier transportation to the job site or work site
8. Planners and the storeroom keep in communication during the entire process, notification to maintenance when parts or material is in the secure kitted area at the job site.
9. Visible methods are done at each stage of the operation.
10. Bulk items are identified by location, so that small parts can be attached to the larger parts when completed and delivered.
11. Material handlers are to insure that Kits are handled properly, and adhere to the rules.

Guiding Principles

1. Provide secure area to set up a kitting operation
2. Planner/Scheduler issues work orders for kits
3. Storeroom sets up kit preparation for each kit
4. Work order placed on the empty container where kit is filled
5. Store room begins picking kits, checking it off
6. Stores completes kit and delivers
7. Work Order cannot be scheduled until a kit is complete.

Developed by Dan Dewald at ddewald@gpallied.com

For a private webinar on this topic send Dan and email.