Flow Process Chart

Definition:
- A symbolic representation that illustrates the sequence of operation, inspection, storage, transportation, and delay activities within a process.

Uses:
- To analyze activities that make up a process to determine which steps add value and which do not.
- To track key performance metrics such as value-added time, distance travelled and error rates.

Benefits:
- Provides accurate description of the process as it is often drawn up as the process is happening.
- Helps identifying waste, long delays and other non-value-added activities.

Common Categories and Symbols:
- **Operation** – produce, add, change, or process something.
- **Inspection** – checking of items for quality and/or quantity.
- **Storage** – the storing of items until later time.
- **Transport** – movement of items or people between areas.
- **Delay** – the temporary waiting of something or somebody.

E.g.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Distance</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take samples</td>
<td>15</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>To QC station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspect samples</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter results</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wait report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Process Chart:
- Presents the activities and the related information in the form of a table.
- Allows providing further information about each process step (e.g. time and distance).
- Helps estimating key metrics (e.g. % VA activities & VA time).

The typical approach is to chart the present method on a chart, then the improvement will be proposed on a 2nd chart.

These symbols have been accepted by many Lean practitioners.

Other categories and symbols can be used based on the situation.