

OPTIMISING PROCESSES, EQUIPMENT AND COMPLIANCE

PM135E01

Course Format: Online training with posttest

I-CAR Points: 0.25

Estimated Duration: 1 hour

This course helps satisfy ProLevel training requirements for the following roles:



Estimator



Production Management

Course Content

Module 1—Optimising Workflow

This course introduces the learner to what is required to ensure that a collision repair shop is efficient, properly maintained and how to follow good inventory practices. Module one begins by presenting lean processes associated with 5S and how this management philosophy can be used to optimise workflow, shop organisation and tool location. Students learn the importance of shop cleanliness and how it relates to increased productivity.

Module 2— Building and Shop Maintenance

The second module presents information on how to inspect the building and determine potential maintenance issues. The student will learn about the importance of parking lot maintenance and how it should be organised to maximise flow. The module concludes with information about measures that can be taken to ensure the security of the parking lot, building and any vehicle on the property.

Module 3— Maintenance Schedules and Facilities Compliance

In this module , students learn the importance of maintaining equipment and using specific maintenance schedules. Examples will show why it is important to maintain the safety equipment located throughout the shop. This module concludes with information about regulatory compliance and why it is important to ensure your shop stays up-to-date.

Learning Objectives

- Explain the 5S Lean Process and how it relates to optimised workflow
- Inspect the building to determine maintenance issues
- Understand parking lot, building and vehicle security measures
- Know the importance of equipment maintenance and maintenance schedules
- Understand regulatory compliance issues and listing steps required to ensure the shop stays in compliance
- Know the importance of determining proper inventory levels and storage areas

