

ONE-PAGE STANDARD WORK

Best current method • revise when the work teaches you something better

STANDARD TITLE

OWNER • REVISION • DATE

PURPOSE

What result should this method produce?

BOUNDARY AND TRIGGER

Where does the task begin and end? What starts it?

REQUIRED INPUTS, TOOLS, INFORMATION, AND CONDITIONS

Best current method

1. *Action, responsible role, and expected condition*

2. *Action, responsible role, and expected condition*

3. *Action, responsible role, and expected condition*

QUALITY AND SAFETY CHECKS

What must be true before work continues?

ABNORMALITY, RESPONSE, AND ESCALATION

What signals a problem? Who responds, and how?

MEASURES • REVIEW CADENCE • REVISION TRIGGER
