

COMPANION WORKSHEET PACK

# Operational Efficiency Frameworks

*Working Harder Is Not the Answer When the System Is Broken*

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9 Worksheets · 3 Categories · A4 Print-Ready

High-Volume · Niche-Search · Specific-Case

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PART 1

# High-Volume Worksheets

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*Universal worksheets — what most operators reach for daily or weekly. Run these on a regular cadence regardless of business size or stage.*

# Daily Bottleneck Spot-Check

Five minutes, once per shift. Locate where work is piling up right now.

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TIME	PROCESS BEING CHECKED	QUEUE SIZE (UNITS/JOBS)	WAITING FOR WHAT?	OWNER TO CONTACT

1. Which row has the largest queue? Is that the same point that had the largest queue yesterday? If the same point appears three days running, it is the system constraint — not a one-day anomaly. Write its name here and treat it as the current focus for exploitation.

2. What is the single fastest action that would reduce that queue by half before end of shift — a delegation, a decision, or a resource move? Write it and assign it to someone by name within 10 minutes of completing this sheet.



# Throughput-vs-Capacity Gauge

Compare what the process is producing against what it is theoretically capable of producing. Run weekly for the main revenue-generating process.

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PROCESS	DESIGNED CAPACITY (UNITS/DAY)	ACTUAL OUTPUT (UNITS/DAY)	UTILISATION (%)	BOTTLENECK IDENTIFIED?

1. For any row where utilisation is below 70 percent: is the shortfall caused by the process itself, or by a constraint upstream that limits the input reaching this stage? Distinguish between the two before deciding whether to invest in this stage. Improving capacity behind a constraint produces no throughput increase.

2. For any row where utilisation is above 90 percent: this stage is at or near its limit. Any further demand increase will extend lead time for customers immediately. Document the date and utilisation level here as a capacity-trigger record. Plan the next capacity step before the number hits 95 percent.

PART 2

## Niche-Search Worksheets

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*Rare-situation worksheets — high value when the situation hits. Run these only when the trigger appears, but keep them findable.*



# OEE Deep-Dive Worksheet

*Overall Equipment Effectiveness analysis for any machine, station, or operator role acting as a production constraint. Run this when throughput is limited and the suspected cause is one specific resource.*

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<b>RESOURCE BEING MEASURED</b>	<b>SCHEDULED TIME (HRS)</b>	<b>ACTUAL OPERATING TIME (HRS)</b>	<b>OUTPUT PRODUCED</b>	<b>THEORETICAL MAX OUTPUT</b>	<b>DEFECT OR REWORK COUNT</b>

1. Calculate: Availability = Actual operating time / Scheduled time. Performance = Actual output / Theoretical max output. Quality = (Output - Rework) / Output. OEE = Availability × Performance × Quality × 100. An OEE below 65 percent on a resource that is the identified constraint means the constraint has unexploited capacity — start with Availability losses (unplanned stoppages, setup time) before considering capital investment.

2. Which of the three OEE components is lowest? Availability losses are solved by maintenance and scheduling. Performance losses are solved by standard work and training. Quality losses are solved by upstream process control. Each requires a different intervention. Write the lowest component and the corresponding intervention category here.



PART 3

## Specific-Case Worksheets

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*Pre-framed scenarios — each worksheet walks you through a single, concrete situation. Read the scenario, then fill in your version of it.*



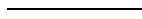




**Companion to:**

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