

Highlight Pen Packaging

This task involves packaging by color, specific placement, and snapping.



Materials

- 12 spacers (one shown) (A)
- 48 highlight pens
 - 12 green (B)
 - 12 yellow (C)
 - 12 pink (D)
 - 12 blue (E)
- 12 plastic boxes (F)
- 2 3-compartment bins
- 1 red storage bin with divider



Setup

Place the divided storage bin on its side on the right side of the table. In the left compartment, place the 12 empty plastic boxes with the tabbed end facing out. Place the two 3-compartment bins to the left as shown. In the compartments, from left to right, place the spacers, (empty compartment), green pens, yellow pens, pink pens, and blue pens. Place the highlight pens with the caps toward the back of the bin.

Procedure

- Take a plastic box, open it, and place it on the table as shown at the left.
- Take a spacer and place it in the box on the left side. Check the spacer and read which color is listed at the top.
- Take a matching highlight pen and place it horizontally toward the back of the box, the cap of the pen facing the spacer.
- Check the second color listed on the spacer and put a matching highlight pen in the box. Continue with the third and fourth color listed on the spacer.
- Close the box by snapping the lid tight.
- Place the box in the right compartment of the red divided storage bin with the tabbed end facing out.
- Repeat all the previous steps for the remaining boxes.

The highlight pens can be used to color code the spacers for easier color matching prior to setup.

Norms:

Per unit (1 box) – 15 seconds
Per task (12 units) – 3 minutes

Quality Criteria

The highlight pens must be placed in the boxes in the correct order, matching the colors listed on the spacer. The highlight pen caps must face the spacers. The plastic boxes must be snapped shut and placed in the correct compartment with the tabbed end facing out.

Variations

Easier variations can be done by eliminating the spacer, reducing the number of highlight pens, or ignoring the pen colors. For workers who have difficulty with the snap on the plastic boxes, the boxes can be left ajar.

Highlight Pen Disassembly

Setup

Arrange the materials as in the assembly task, except the completed boxes are in the right compartment of the red storage bin.

Procedure

- Take a plastic box from the red storage bin, open it, and set it on the table.
- Starting with the highlight pen at the back of the box, remove the pens one at a time and place them in the compartment bins.
- Once all the pens are removed, take the spacer and place it in the far left compartment.
- Close the box and snap it tight. Place the box in the left compartment of the red divided storage bin with the tabbed end facing out.

Norms:

Per unit (1 box) – 15 seconds
Per task (12 units) – 3 minutes

Quality Criteria

All the boxes must be empty, closed tight, and placed in the left compartment of the red storage bin. All the pens of one color must be in the same compartment with the caps facing the back of the bin. All the spacers must be in the far left compartment with the second compartment left empty.