

In today's highly competitive print market, with costs rising more rapidly than ever, it's essential to ensure that every part of your business is working at peak efficiency – including your factory layout.

A well-planned layout enables better workflow, helping to improve productivity, and there's another benefit – a streamlined and efficient factory can make a positive impression on clients.

So, if you're thinking about moving premises, it's vital to choose a property that is right for your company – too small and you may need additional accommodation elsewhere; too large and you're likely to spend too much money on space that you don't need. That's why you might want to invest in the BPIF Business Factory Layout and Planning service. Its factory layout experts can provide advice and support tailor made to your company's needs.

A factory layout specialist will carry out a physical survey of all your machinery and work out detailed dimensions. They'll take a look at the current methods of operation and then construct a work flow relationship diagram to illustrate the company's flow of products between each process. They'll also consider any special process requirements and physical attributes between building and equipment, such as height restrictions and environmental issues, including waste management and fume extraction. Working closely with management and staff, the expert will design alternative layouts for discussion. Finally, they'll produce a large-scale drawing showing the ideal layout for your building.

Making sure that your new factory layout is planned for a logical workflow will cut labour costs for the movement of stock, reduce machine downtime and improve production times.

PrintLondon Funding

PrintLondon offers funding from the London Development Agency for initiatives that help London printers improve the profitability and competitiveness of their businesses. A wide range of support is available via the British Printing Industries Federation and Vision in Print. See the reverse for more details or visit www.printlondon.org

CASE STUDY



Well-planned factory layout essential for efficiency

In its search for new premises, Concord Office Products identified streamlining operations and reducing rental and operating costs as top priorities.

Following a management change, the directors of the south-east London based office products manufacturer, with a turnover of £12 million and 133 staff, took the decision to downsize. The 134,000 sq. ft factory, purpose built for the previous company several years ago, was too large and expensive to maintain. Moving to a smaller site made sense – a lower rent would allow the company to reduce its operating costs, and give it the unique opportunity to streamline operations.

With such a major move in mind, Concord's Managing Director Chris Manley called in BPIF Business factory layout and planning specialist, Mike Craven. Manley explains: 'We not only wanted a compact site but also one with potential for expansion. With so much at stake, expert help was essential.'

“We're delighted with our new manufacturing site ... with the help of BPIF Business we've managed to reduce operating costs and streamline operations.”

Craven's role was twofold: assess the space required for a more compact, streamlined operation and develop a factory layout to achieve this. A workflow relationship diagram identified several redundant machines, equipment and stock that were taking up valuable space – removing these made possible the move to smaller premises.

With Concord's process requirements in mind, Craven developed a factory layout which reduced the company's space needs by more than 40,000 sq. ft. Concord was then able to look for a suitable site and found one that virtually matched its requirements for the factory part of the operation. Craven's next task involved considering the relationship between studio, pre-press, supervision and office facilities in the new building – to make certain that the layout would ensure minimal movement of stock between processes.

Concord moved into its new streamlined factory in early 2008. Manley is pleased with the way things have worked out. 'We now have a much more practical manufacturing site, one that we can be proud of and with potential for development in the long term.'

BENEFITS

- **Saves money**
- **Defines optimal workflows**
- **Boosts staff achievement and morale**
- **Reduces machine downtime**
- **Increases productivity**
- **Offers keener pricing opportunities**

BUSINESS IMPROVEMENT SUPPORT SERVICES

PrintLondon is a partnership between the London Development Agency, the British Printing Industries Federation and Vision in Print. If your company is located in one of the 33 Greater London boroughs, is not in receipt of financial assistance from any other public funding streams and meets SME business criteria, it may be eligible for funding of up to 50% of the cost of a range of business improvement support.

To find out if your printing organisation is eligible or to discuss support areas, contact Chris Patefield, PrintLondon, Director on 020 7915 8347. Visit the website at www.printlondon.org

ViP and the BPIF offer a wide range of customised support services, programmes and courses for printers, designed and delivered by print industry specialists.

Tick those areas you are interested in and fax this to Ryan O'Neal on 020 7915 8395

HEALTH, SAFETY, ENVIRONMENT & QUALITY

- Health & Safety Healthcheck
- Environmental Healthcheck
- Health & Safety Management Schemes
- ISO 14001 Environment Support
- FSC Chain of Custody Support
- OHSAS 18001 Health & Safety Support
- ISO 9001 Quality Support
- Integrated Management Systems Support
- Noise Surveys
- Occupational Health Surveillance
- Interim Health & Safety Managers
- Business Continuity Planning
- Health & Safety for Managers & Supervisors
- Environmental Briefings
- Occupational Health Awareness Training
- IOSH Managing Safely Course
- CoSHH Assessment Training
- Risk Assessment Training, inc Fire
- Manual Handling Training
- Carbon Footprinting

BUSINESS DEVELOPMENT

- Cost Rates Reviews
- Financial Management
- Business Planning
- Sales Development
- Market Research and Development
- Marketing Planning and Implementation
- Interim Management and Mentoring
- Factory Layout and Planning
- Purchasing and Supply Chain Management
- Website Design, Build and Internet Marketing
- Sales and Marketing Training and Coaching
- PAS 75 Customer Service Support
- Preparing Your Business for Sale
- Customer Service Training
- The Supervisor Role Course
- Getting the Sale Course

HUMAN RESOURCES

- HR Healthcheck
- HR Management Schemes
- Selection & Recruitment Support
- Aptitude & Psychometric Testing
- Rewards & Benefits Advice
- Performance Management Systems
- Investors in People
- Coaching and Mentoring
- Organisational Restructuring
- HR Due Diligence
- Absence Management Workshops
- Discipline & Grievance Workshops

TECHNICAL

- Technology Healthcheck
- Workflow and Pre-press Reviews
- Digital Business Development
- Press and Post-press Investment Support
- Management Information Systems (MIS) Support
- ISO 12647: Colour Management Support
- ISO 7799/27001: Information Security Support
- Tender/Bid Preparation
- Introduction to Print Processes
- Introduction to Print Technology (3 Days)
- Print Production Planning
- Introduction to Print Estimating

PROCESS IMPROVEMENT

- Premier Snapshot (diagnostic)
- Modular Improvement Programme (up to 25 staff)
- Kickstart (26-50 staff)
- Masterclass Lite (50+ staff)
- Masterclass (100+ staff)
- Office and Pre-press Change Cycle
- Material Waste Reduction
- Best Practice Club Visits
- Cost Reduction through Lean Workshops
- Team Leader Training from ViP & BPIF Training

Your Name _____ Job Title _____

Telephone _____ Email _____

Company Name & Address _____

_____ Date _____

