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MATERIAL FLOW IMPROVEMENT PROPOSAL TEMPLATE

1 Current State Summary

- Description of current layout
- Identified bottleneck location
- Manual handling requirements
- Downtime frequency
- Injury exposure areas

Problem Statement:

Current material flow is limiting throughput, increasing labor dependency, and exposing the plant to downtime and safety risk.

2 Quantified Impact

Annual Downtime Cost: \$ _____
Annual Idle Labor Cost: \$ _____
Annual Injury Exposure: \$ _____
Annual Avoidable Forklift Cost: \$ _____

Total Annual Operational Exposure: \$ _____

3 Proposed Improvement

- Upgrade transfer systems
- Optimize ball transfer spacing
- Reconfigure staging zones
- Reduce manual rotation
- Reduce forklift dependency

Implementation Scope:

- Equipment required
 - Installation time
 - Required downtime (if any)
 - Training required
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4 Expected Outcomes

- % Downtime Reduction: _____
 - % Labor Reduction: _____
 - % Throughput Increase: _____
 - Injury Risk Reduction: _____
 - Floor Space Recovered: _____
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5 Financial Justification

Estimated Project Cost: \$ _____
Estimated Annual Savings: \$ _____
Projected Payback Period (months): _____

6 Risk of Inaction

- Continued downtime exposure
 - Increased maintenance costs
 - Labor inefficiency
 - Potential injury liability
 - Limited scalability
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Executive Summary

This upgrade reduces operational exposure by \$_____ annually with an estimated payback period of _____ months.