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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

4 Expected Outcomes

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

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

Executive Summary

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