

JOB METHODS

HOW TO IMPROVE

Purpose: A practical plan to help you produce greater quantities of quality products in less time, by making the best use of manpower, machines, and materials now available.

Step I – Break down the job.

1. List all details of the job exactly as done by the present method
2. Be sure details include all:
 - a. Material handling
 - b. Machine work
 - c. Hand work

Step II – Question every detail.

1. Use these types of questions:
 - a. Why is it necessary?
 - b. What is its purpose?
 - c. Where should it be done?
 - d. When should it be done?
 - e. Who is best qualified to do it?
 - f. How is the best way to do it?
2. Also question the materials, machines, produce design, layout, work place, safety, house keeping

Step III – Develop the new method

1. Eliminate unnecessary details.
2. Combine details when practical.
3. Rearrange for better sequence.
4. Simplify all necessary details.
 - a. Make the work easier and safer
 - b. Pre-position materials, tools, and equipment at the best places in the proper work area
 - c. Use gravity feed hoppers and drop delivery chutes.
 - d. Let both hands do useful work.
 - e. Use jigs and fixtures instead of hands for holding work.
5. Work out your ideas with others
6. Write up your proposed new method.

Step IV – Apply the method

1. Sell your proposal to the boss
2. Sell the new method to the operators
3. Get final approval of all concerned on safety, quality, quantity, cost.
4. Put the new method to work. Use it until a better way is developed.
5. Give proper credit where due.