

Example of Process Study Sheet (作業分析の例)

Process Study		Process: <i>Final Assembly #7</i>	Product: <i>DV-020332</i>	Observer: <i>Benny</i>	Date/Time: <i>April 18, 2007 14:00</i>	Page <i>1/3</i>							
Process Steps	Work Element	OPERATOR										MACHINE Cycle Time	Notes
		1	2	3	4	5	6	7	8	9	10		
Assembly 1	<i>Get base & put into fixture</i>	4	5	6	3	4	4	4	4	5	4	4	<i>Base far away</i>
	<i>Get pin & put into fixture</i>	6	8	10	15	9	10	10	7	11	10	10	<i>Fixture unstable</i>
	<i>Put fixture into machine</i>	2	2	1	2	2	3	2				2	
	<i>Machine cycle</i>	1	1	1								1	<i>Operator waiting</i>
	<i>Remove</i>	2	2	2	1	2	2					2	
	<i>Check appearance & place</i>	8	11	8	20	7	8	9	9	9	8	8	<i>Checking unstable</i>
	<i>Subtotal</i>											<i>27</i>	
Assembly 2	<i>Get lower case</i>												
	<i>Get work piece</i>												
	<i>Put into lower case</i>												<i>Insertion unstable</i>
	<i>Get upper case &</i>												
	<i>Put into forming m.</i>												<i>Machine gate far away</i>
	...												
	...												

Timing Tips

- Collect real times at the process.
- Position yourself so you can see the operator's hand motions.
- Time each work element separately.
- Time several cycles of each work element.
- Observe an operator who is qualified to perform the job.
- Always separate operator time and machine time.
- Select the lowest repeatable time for each element.
- Remember shop floor courtesy.