Step 3 - DEVELOP The New Method
1. ELIMINATE unnecessary details
2. COMBINE details when practical
3. REARRANGE for better sequence
4. SIMPLIFY all necessary details –
   • Make the work easier and safer
   • Pre-position materials, tools and equipment at the best places in the proper work area
   • Let both hands do useful work
   • Use jigs and fixtures instead of hands
   • Use visual indicators to error-proof the job
5. Work out your ideas with others
6. Write up your proposed new method

Step 4 - APPLY The New Method
1. Sell your proposal to Management
2. Sell the new method to the Team
3. Get final approval of all concerned on Safety, Quality, Cost, Production
4. Put the new method to work. Use it until a better way is developed.
5. Give credit where credit is due

TWI Job Methods Card
Size: Large
Paper:
Green Card
Stock
Staples #: 490886
Card Final
Cut Size:
3.250” x 5.250”
Laminating
Pocket Size:
3 ½” x 5 ½”
Staples #: 489534
Rev 1.0
05-02-06
Jeff Maling
802-288-2515
How To Improve
JOB METHODS
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 1 – BREAK DOWN The Job
1. List all the details of the job exactly as done by the Present Method.

2. Be sure details include all:
   • Material Handling
   • Machine Work
   • Human Work

Write details as you directly observe the job, NOT as you remember it.

Step 2 - QUESTION Every Detail
1. Use the 5W1H questions:
   WHY is it necessary?
   WHAT is the purpose?
   WHERE should it be done?
   WHEN should it be done?
   WHO is best qualified to do it?
   HOW is the ‘best way’ to do it?

2. Question everything, including:
   Safety, Materials, Machines, Equipment, Tools, Product Design, Layout, Workplace, Housekeeping

Continually Improve The Method

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