

Process Study Sheet

| Process Study | | Process: | Product: | Observer: | Date/Time: | Page / | | | | | | | | |
|---------------|--------------|----------------|----------|-----------|------------|--------|---|---|---|---|----|--------------------|-------|------------|
| Process Steps | OPERATOR | | | | | | | | | | | MACHINE Cycle Time | Notes | |
| | Work Element | Observed Times | | | | | | | | | | | | Repeatable |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | |
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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 | OPERATOR | | | | | | | | | | | MACHINE Cycle Time | Notes | | |
| | Work Element | Observed Times | | | | | | | | | | | | Repeatable | |
| | | 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 | 6 | <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> | | | | | | | | | | | 27 | | | |
| 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.