

How to Improve JOB METHODS POCKET CARD

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 details of the job exactly as done by the Present Method.
2. Be sure details include all:
 - Material Handling
 - Machine Work
 - Hand Work

Step 2 – QUESTION every detail

1. Use these type questions:
WHY is it necessary?
WHAT is its 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. Also question the:
Materials, machines, equipment, tools,
product design, layout, work-place, safety,
housekeeping.

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.
 - Use gravity-feed hoppers and drop-delivery chutes.
 - Let both hands do useful work.
 - Use jigs and fixtures instead of hands for holding work.
5. Work out your idea with others.
6. Write up your proposed new method.

Step 4 – APPLY the new method

1. Sell your proposal to your 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 credit where credit is due.