# 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: *Final Assembly #7* | Product: *DV-020332* | Observer: *Benny* | Date/Time: *April 18, 2007 14:00* | Page *1/3* |
|---|---|---|---|---|---|

| Process Steps | Work Element | Observed Times 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Repeatable | MACHINE Cycle Time | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Assembly 1 | *Get base & put into fixture* | 4 | 5 | 6 | 3 | 4 | 4 | 4 | 4 | 5 | 4 | 4 | | *Base far away* |
| | *Get pin & put into fixture* | 6 | 8 | 10 | 15 | 9 | 10 | 10 | 7 | 11 | 10 | 10 | | *Fixture unstable* |
| | *Put fixture into machine* | 2 | 2 | 1 | 2 | 2 | 3 | 2 | | | | 2 | | |
| | *Machine cycle* | 1 | 1 | 1 | | | | | | | | 1 | 6 | *Operator waiting* |
| | *Remove* | 2 | 2 | 2 | 1 | 2 | 2 | | | | | 2 | | |
| | *Check appearance & place* | 8 | 11 | 8 | 20 | 7 | 8 | 9 | 9 | 9 | 8 | 8 | | *Checking unstable* |
| | *Subtotal* | | | | | | | | | | | 27 | | |
| Assembly 2 | *Get lower case* | | | | | | | | | | | | | |
| | *Get work piece* | | | | | | | | | | | | | |
| | *Put into lower cas* | | | | | | | | | | | | | *Insertion unstable* |
| | *Get upper case &* | | | | | | | | | | | | | |
| | *Put into forming m* | | | | | | | | | | | | | *Machine gate far away* |
| | … | | | | | | | | | | | | | |
| | … | | | | | | | | | | | | | |

**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.