

STANDARD PRACTICE SHEET									
SETTING NUMBER	OPERATION NUMBER	OPERATION	SURFACE MACHINED	DEPTH OF CUT	FEED PER REVOLUTION	FEET PER MINUTE	TIME EACH OPERATION		ACTUAL REQUIRED
							MIN	SEC	
	'1	CLAMP UNIVERSAL CHUCK ON TABLE					5		
	'2	TOOL TURRET					8		
1	'3	FACE OFF AND CHAMFER BOTTOM OF CUP	A	$\frac{1}{16}$	$\frac{1}{20}$	55	1		
2	'4	WITH FACE 'A' OF TOOL BORE DIAMETER 'B' OF CUP	B		HAND FEED		6		
	'5	WITH FACE 'C' OF TOOL ROUGH BORE	C			40	3		
	'6	REAM COMPLETE	B C				1	30	
TOTAL TIME PER CUP							5	36	

number, to which has been added the necessary time taken for grinding tools and personal needs. Make the sheet a fair and straightforward one, and your new men will soon get to appreciate the value of it to themselves as well as to the efficiency of your shop.

I would call attention to the steps taken in securing a motion study which has been extensively adopted.

1. Make time study of motions as at present.
2. From the time study ascertain the proportion of idle time and amount of productive to non-productive motions.
3. Determine present motions that are unnecessary.
4. Study each motion separately and its relation to the preceding and succeeding one to determine the easiest and quickest manner in which each may be performed.
5. Group motions into unit operations.
6. Assemble unit operations in proper sequence.
7. Re-establish total time for one complete cycle.

From this data you may then construct your shop standard practice cards, making the allowances I have already spoken