

## SYSTEM IN INDUSTRIAL ESTABLISHMENTS

BY A. J. LAVOIE.

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THE ORDER—CONTINUED.

Article VII.

On form No. 27 (page 336) you will perceive the following instruction, "please supply the stores with the following articles, rough and finished."

When the store-keeper fills in requisition form No. 27 in detail, it is advisable to enter all articles to be both "rough and finished," on one or more sheets—if required; while articles to be "rough" only, should be on a separate sheet, as also should articles to be "finished" only. Upon filling in requisition for rough articles only, the words "and finished" should be crossed out. On the other hand, if the articles are in stock, and have to be "finished" only, then the words "rough and" should be cancelled by marking out. By so doing you will enable the Production Office to prepare their requisitions to the departments interested, in an intelligible manner, and avoid unnecessary enquiries.

issued, as follows: The original copy for the stores, the duplicate for Dept. No. 5, and the triplicate for the cost office.

From this it will be seen, that each department receives orders only for such articles as are dealt with therein.

The question then arises, what happens in the respective departments, after the production lists have been received. The procedure is as follows:

The production list, form No. 29, together with instruction card No. 11 and 12, are delivered to the general foreman in charge of the department, if an estimate has been made, or if it is the first time the specified article or articles are to be produced. But if said articles have been made in the past, then instruction cards, No. 11 and No. 12, should already be in the files of the general foreman's office, indexed according to drawing number, if any, or under the specific name of the article, if there is no drawing number. At this

DRAWING No.	NAME OF ARTICLE.	PATTERN No.
JOB No.	SIZE AND SYMBOL OF MACHINE.	MATERIAL OF PATTERN.
APPROVED BY SUPERINT.	TYPE OF MACHINE.	No. OF PIECES IN PATT.
REMARKS :		No. OF CORE BOXES.
		IN BUILDING No.
		ON FLAT No. IN RACK No.
		ON SHELF No.

A. J. Lavoie's System No. 99
Pattern Index in Eng. Dept.
No. 3.

Printed Red of 20 lbs. Amber color Bond Paper.

**REMARKS:**

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Color of printing to be the same as the other side of form wherever it may be used.

Now suppose 10 cylinders are required, as per drawing No. 10602, pattern No. 6314,—to be both rough and finished, and cast from alloy No. 106, each weighing 326 lbs. It will, in the first place, be necessary for the store-keeper to fill in general store requisition No. 11516, for job No. 19602. This will be passed on to the Superintendent's office for approval—then transferred to production office, where one original of form No. 29 and four carbon copies off same will be prepared, and the latter issued to the following departments:

- One for the stores department, original copy.  
One for the patterns department, No. 8.  
One for the foundry department, No. 7.  
One for the machine department, No. 5.

the last of the carbon copies being sent to the cost office to serve as a warrant or record.

If, however, rough castings only are required, it will not be necessary to send a copy of form No. 29 to department No. 5, since no machine-work is needed; the total number of lists to be issued is reduced to 4. But if the cylinder castings are in stock—in a rough condition, and it is desired to have them finished, then 3 production lists only are to be

stage, the usefulness of form No. 11 and No. 12 will be apparent, since (1) it will indicate which is to be the first, second or third operation, etc; (2) what tool or machine has been selected to perform the necessary operations; (3) the cutting depth to be taken; (4) the tool feed selected; (5) the cutting speed desired—based upon past record of the machine for strength, etc.; (6) the time allowed for each operation (a distinction being made between the time occupied in performing operations on the first article, and that taken on the rest of the series, hence the necessity of averaging); (7) it enables the management to apportion the work of both men and machines; (8) provides in advance for the work of each employee or tool, in accordance with time of delivery promised. (9) Effects the centralization of all executive shop-work in the general foreman's office—in accordance with the rational system of one tool room for each department, instead of one tool room for each sub-foreman; (10) it gives the only true basis for a bonus system—a plan which has many advantages; since if the employee makes better time than you have figured upon in making your estimate, it means clear profit to both employer and employee; and if, on the other hand, the workman fails to reach the