



How to improve **JOB METHODS**

A practical plan to help you produce greater quantities of products in less time by making the best use of the People, Machines and Materials now available.

STEP 1 – BREAK DOWN THE JOB

1. Do it **IN THE WORKPLACE**
2. **INTRODUCE** your objectives to the workers
3. List **ALL DETAILS** of the job, **EXACTLY** as done in the **CURRENT METHOD**
4. Be sure details **INCLUDE EVERYTHING**
 - Material Handling
 - Machine Work
 - Hand Work

STEP 2 – QUESTION EVERY DETAIL

1. Use the **FIVE ‘W’, ONE ‘H’** questions
 - **WHY** is it necessary?
 - **WHAT** is its purpose?
 - **WHERE** is it best done?
 - **WHEN** is the best time to do it?
 - **WHO** is best qualified to do it?
 - **HOW** is the ‘best way’ to do it?
2. **QUESTION** the following at the same time
Materials, Machines, Equipment, Tools,
Product Design, Workplace Layout,
Movement, Safety, Housekeeping.
3. **WRITE** down ideas as they occur to you



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STEP 3 – DEVELOP THE NEW METHOD

1. **ELIMINATE** unnecessary details
2. **COMBINE** details when practical
3. **REARRANGE** details for better sequence
4. **SIMPLIFY** all necessary details

To make the job easier and safer to do:

- Put materials, tools and equipment into the **best position** and **within convenient reach** for the operator
 - Use **jigs or fixtures** instead of hands
 - Incorporate **mistake proofing**
 - Make effective use of **both hands**
 - Use **gravity feed hoppers** or **drop delivery chutes** whenever possible
5. Work out your ideas **WITH OTHERS**
 6. **WRITE UP** the proposed new method

STEP 4 – APPLY THE NEW METHOD

1. **SELL** your proposal to the boss
2. **SELL** the new method to the operators
3. Get **FINAL APPROVAL** of all concerned on Safety Quality, Quantity, Cost, etc.
4. **PUT** the new method **TO WORK**. Use it until a better way is developed
5. Give **CREDIT** where credit is due

IT ISN'T THE BEST WAY. IT IS THE BEST WAY
WE KNOW OF RIGHT NOW
IT CAN BE BETTER