

Title : Work Study

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Basic work study procedure

- Select the job or process or the operation to be studied
- Record all relevant facts about the job or process or operation
- Examine critically all the recorded facts
- Develop the new method
- Measure the work content and establish the standard time
- Define the new method
- Install the new method
- Maintain the new method

COMMONLY USED RECORDING TECHNIQUES

1. Outline Process Charts

2. Flow Process Chart

3. Two Handed Process Chart

4. Multiple Activity Chart

5. Simo Chart

6. Flow Diagrams

7. String Diagrams

8. Cyclegraph

9. Chronocyclegraph

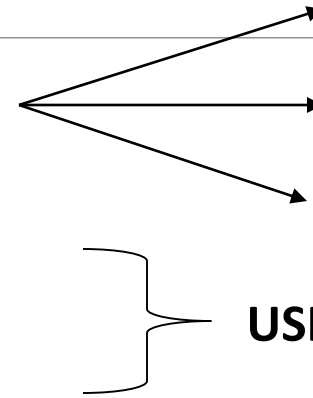
10. Travel Chart

Man Type

Material Type

Equipment Type

USING TIME SCALE



Method Study

It is the systematic recording & critical examination of existing and proposed ways of doing work, as a means of developing and applying easier and more effective methods and reducing cost

Method Study

Objectives

- *Critical examination of facts*
- *Develop best possible solution*
- *Eliminate unnecessary operations*
- *Add value & Avoid delays*
- *Optimize 3M*

Method S Procedure

SELECT



RECORD



EXAMINE



DEVELOP



DEFINE



INSTALL



MAINTAIN

Method study or methods analysis

Work methods analysis or method study is a scientific technique of observing , recording and critically examining the present method of performing a task or operation with the aim of improving the present method and developing a new and cheaper method. It is also known as method improvement or work improvement .

Cont'd

- It encompasses the study of work processes, working conditions and equipments and tools to carry out the job.
- Method study may be understood as the systematic recording and critical examination of existing and proposed ways of doing work, as a means of developing and applying easier and more effective methods and reducing costs.

Objectives of method study

- To study the existing proposed method of doing any job, operation or activity
- To develop an improved method to improve productivity and to reduce operating costs
- To reduce excessive material handling or movement and thereby reduce fatigue to workmen
- To improve utilisation of resources
- To eliminate wasteful and inefficient motions
- To standardise work methods or processes, working conditions , machinery, equipments and tools.

Advantages of method study

- Work simplification
- Improved working method (cheaper method)
- Better product quality
- Improved work place layout
- Improved equipment design
- Better working conditions
- Better material handling
- Improved work flow

Cont'd

- Less fatigue to the operator
- Optimum utilisation of all resources
- Higher safety to work men
- Shorter production cycle time
- Higher job satisfaction
- Reduced material consumption and wastages
- Reduced manufacturing cost and higher productivity

Questions of Today's Lecture

- What is the correct procedure of work-study?
- Which are the various tools to do work-study, Explain it with suitable example.
- Which are the various recording techniques to do method study?