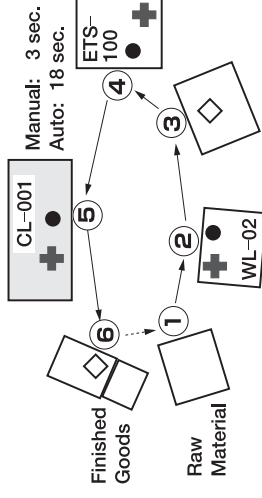


Example of Job Instruction Sheet (標準作業指導書の例)

Job Instruction Sheet		Part # 26-0012		Required Quantity: 550	Date: April 26, 2007	Dept./Location:		Team Leader:	Supervisor:
		Part Name Base Unit Assembly				Prepared By:	Cycle Time		
#	Step	Quality Check		Note	Time	Takt Time	Cycle Time	STD WIP	Quality
		Sampling	Tool			42	40	3	◇ Quality + Safety ● STD WIP
1	Get a work piece and set into fixture			With both left and right hand	1				
2	Remove finished & set new one				2				
3	Check appearance	1/1	Slide Gauge		12				
4	Remove finished & set new one			Clean up head for every cycle	14				
5	Remove finished & set new one			Ensure direction	3				
6	Check appearance & put into container	1/1	-	Check both sides	8				
Total					40				



The Job Instruction Sheet is used to train new operators. It lists the steps of the job, detailing any special knack that may be required to perform the job safely with utmost quality and efficiency. It can also be useful for experienced operators to reconfirm the right operations.

標準作業指導書は、新人の訓練に用いるものです。作業手順を書き出し、安全に、良い品質のものを、効率的にこなすための注意点、つまり「急所」を記入します。ベテランの作業者にとっても、注意点を確認するのに役立ちます。