Step 3 - DEVELOP The New Method

1. **ELIMINATE** unnecessary details
2. **COMBINE** details when practical
3. **REARRANGE** for better sequence
4. **SIMPLIFY** all necessary details –
   - Make the work easier and safer
   - Pre-position materials, tools and equipment at the best places in the proper work area
   - Let both hands do useful work
   - Use jigs and fixtures instead of hands
   - Use visual indicators to error-proof the job
5. Work out your ideas with others
6. Write up your proposed new method

Step 4 - APPLY The New Method

1. Sell your proposal to Management
2. Sell the new method to the Team
3. Get final approval of all concerned on Safety, Quality, Cost, Production
4. Put the new method to work. Use it until a better way is developed.
5. Give credit where credit is due

Training Within Industry
Job Methods Training

TWI @ IBM

"Innovation in Action"

KEEP THIS CARD HANDY

Step 3 - DEVELOP The New Method

1. **ELIMINATE** unnecessary details
2. **COMBINE** details when practical
3. **REARRANGE** for better sequence
4. **SIMPLIFY** all necessary details –
   - Make the work easier and safer
   - Pre-position materials, tools and equipment at the best places in the proper work area
   - Let both hands do useful work
   - Use jigs and fixtures instead of hands
   - Use visual indicators to error-proof the job
5. Work out your ideas with others
6. Write up your proposed new method

Step 4 - APPLY The New Method

1. Sell your proposal to Management
2. Sell the new method to the Team
3. Get final approval of all concerned on Safety, Quality, Cost, Production
4. Put the new method to work. Use it until a better way is developed.
5. Give credit where credit is due

Training Within Industry
Job Methods Training

TWI @ IBM

"Innovation in Action"

KEEP THIS CARD HANDY

TWI Job Methods Card

Size: Large

Paper:
Green Card Stock
Staples #: 490886

Card Final Cut Size:
3.250" x 5.250"

Laminating Pocket Size:
3 ½" x 5 ½"
Staples #: 489534

Rev 1.0
05-02-06
Jeff Maling
802-288-2515

Step 3 - DEVELOP The New Method

1. **ELIMINATE** unnecessary details
2. **COMBINE** details when practical
3. **REARRANGE** for better sequence
4. **SIMPLIFY** all necessary details –
   - Make the work easier and safer
   - Pre-position materials, tools and equipment at the best places in the proper work area
   - Let both hands do useful work
   - Use jigs and fixtures instead of hands
   - Use visual indicators to error-proof the job
5. Work out your ideas with others
6. Write up your proposed new method

Step 4 - APPLY The New Method

1. Sell your proposal to Management
2. Sell the new method to the Team
3. Get final approval of all concerned on Safety, Quality, Cost, Production
4. Put the new method to work. Use it until a better way is developed.
5. Give credit where credit is due

Training Within Industry
Job Methods Training

TWI @ IBM

"Innovation in Action"

KEEP THIS CARD HANDY

Step 3 - DEVELOP The New Method

1. **ELIMINATE** unnecessary details
2. **COMBINE** details when practical
3. **REARRANGE** for better sequence
4. **SIMPLIFY** all necessary details –
   - Make the work easier and safer
   - Pre-position materials, tools and equipment at the best places in the proper work area
   - Let both hands do useful work
   - Use jigs and fixtures instead of hands
   - Use visual indicators to error-proof the job
5. Work out your ideas with others
6. Write up your proposed new method

Step 4 - APPLY The New Method

1. Sell your proposal to Management
2. Sell the new method to the Team
3. Get final approval of all concerned on Safety, Quality, Cost, Production
4. Put the new method to work. Use it until a better way is developed.
5. Give credit where credit is due

Training Within Industry
Job Methods Training

TWI @ IBM

"Innovation in Action"

KEEP THIS CARD HANDY

How To Improve JOB METHODS

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

Step 1 – BREAK DOWN The Job

1. List all the details of the job exactly as done by the Present Method.

2. Be sure details include all:
   - Material Handling
   - Machine Work
   - Human Work

Write details as you <u>directly observe the job</u>, NOT as you remember it.

Step 2 - QUESTION Every Detail

1. Use the **5W1H** questions:
   WHY is it necessary?
   WHAT is the purpose?
   WHERE should it be done?
   WHEN should it be done?
   WHO is best qualified to do it?
   HOW is the 'best way' to do it?

2. Question everything, including:
Safety, Materials, Machines, Equipment, Tools, Product Design, Layout, Workplace, Housekeeping

Continually Improve The Method

How To Improve JOB METHODS

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

Step 1 – BREAK DOWN The Job

1. List all the details of the job exactly as done by the Present Method.

2. Be sure details include all:
   - Material Handling
   - Machine Work
   - Human Work

Write details as you <u>directly observe the job</u>, NOT as you remember it.

Step 2 - QUESTION Every Detail

1. Use the **5W1H** questions:
   WHY is it necessary?
   WHAT is the purpose?
   WHERE should it be done?
   WHEN should it be done?
   WHO is best qualified to do it?
   HOW is the 'best way' to do it?

2. Question everything, including:
Safety, Materials, Machines, Equipment, Tools, Product Design, Layout, Workplace, Housekeeping

Continually Improve The Method

How To Improve JOB METHODS

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

Step 1 – BREAK DOWN The Job

1. List all the details of the job exactly as done by the Present Method.

2. Be sure details include all:
   - Material Handling
   - Machine Work
   - Human Work

Write details as you <u>directly observe the job</u>, NOT as you remember it.

Step 2 - QUESTION Every Detail

1. Use the **5W1H** questions:
   WHY is it necessary?
   WHAT is the purpose?
   WHERE should it be done?
   WHEN should it be done?
   WHO is best qualified to do it?
   HOW is the 'best way' to do it?

2. Question everything, including:
Safety, Materials, Machines, Equipment, Tools, Product Design, Layout, Workplace, Housekeeping

Continually Improve The Method

How To Improve JOB METHODS

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

Step 1 – BREAK DOWN The Job

1. List all the details of the job exactly as done by the Present Method.

2. Be sure details include all:
   - Material Handling
   - Machine Work
   - Human Work

Write details as you <u>directly observe the job</u>, NOT as you remember it.

Step 2 - QUESTION Every Detail

1. Use the **5W1H** questions:
   WHY is it necessary?
   WHAT is the purpose?
   WHERE should it be done?
   WHEN should it be done?
   WHO is best qualified to do it?
   HOW is the 'best way' to do it?

2. Question everything, including:
Safety, Materials, Machines, Equipment, Tools, Product Design, Layout, Workplace, Housekeeping

Continually Improve The Method