

Standard Work Sheet

Work Area	_____
Product	_____
Author	_____

Operation	_____
Date Created	_____
Version	_____

Takt Time: _____ sec

Cycle Time: _____ sec

Standard Work in Process (SWIP): _____ pcs

Number of Operators: _____

OPERATION SEQUENCE

No	Operation Description	Time (sec.)	Critical Points	Tools
1				
2				
3				
4				
5				
6				

Total Cycle Time: _____ sec

WORKPLACE LAYOUT

[Space for equipment layout diagram and operator route]

Scale 1: _____

Movement Direction: _____

CONTROL POINTS

Quality: _____

Safety: _____

Environment: _____

IMPROVEMENT OPPORTUNITIES (Kaizen Burst)

Approved by: _____

Area Supervisor _____

Signature _____

Date _____

Process Engineer _____

Signature _____

Date _____

Contact us

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