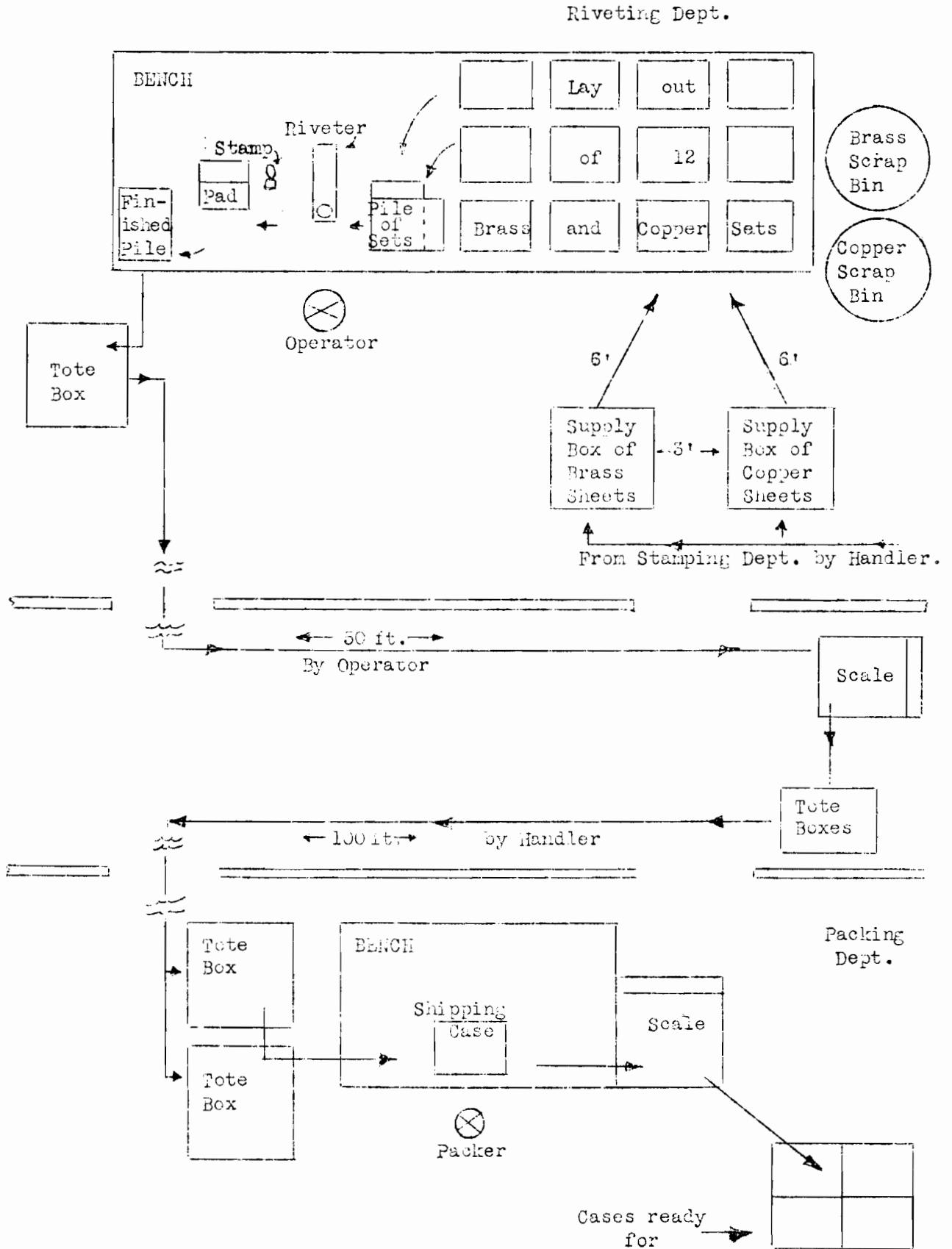
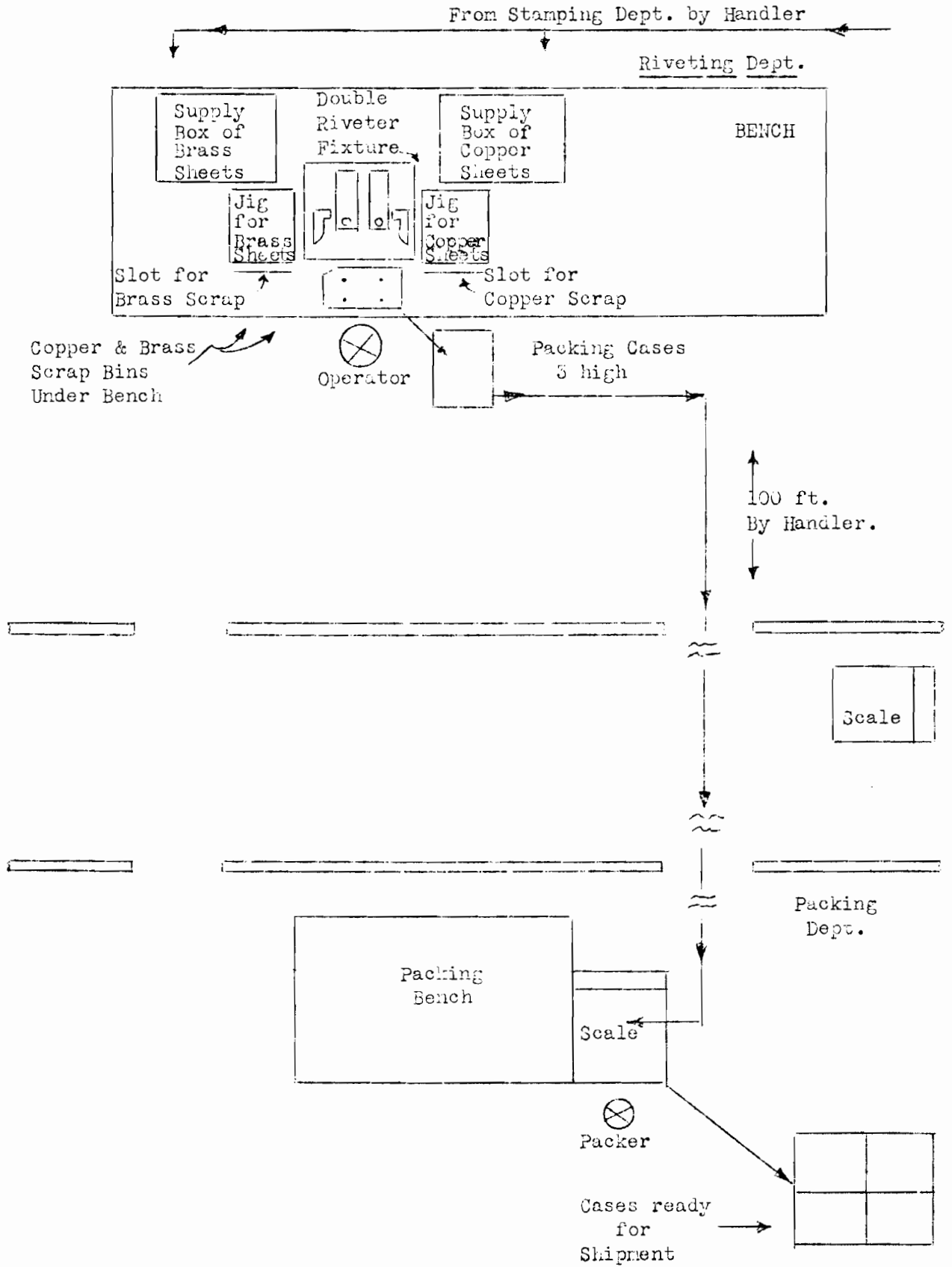


PRESENT Method Demonstration - LAYOUT



Note:-
Not drawn to scale.

PROPOSED Method Demonstration - - LAYOUT



SAMPLE OF CARD TO BE USED AS COPPER SHEET.



JOB METHODS TRAINING

80
E-1
E-2
E-3
E-4
E-5

EQUIPMENT SPECIFICATIONS

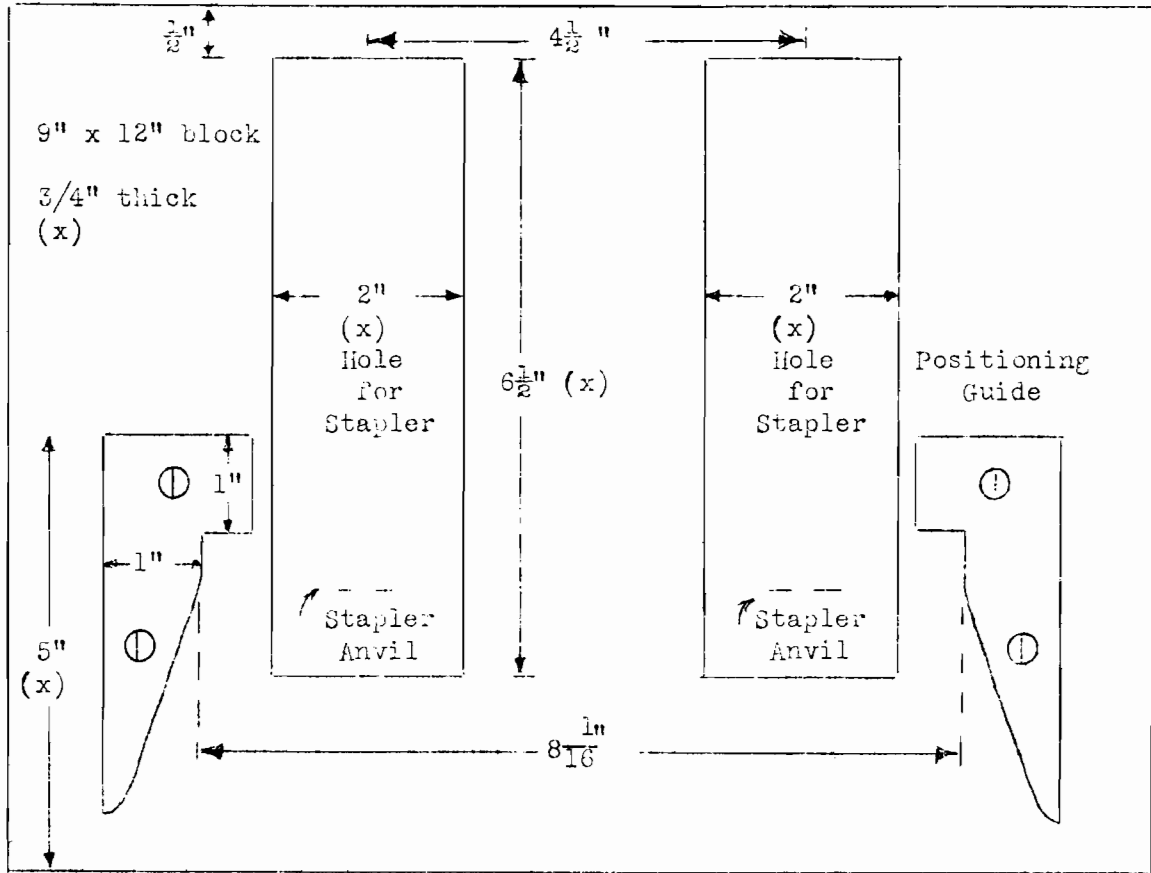
- E-1 Sample of Riveted Radio Shield
- E-2 Present Method - Equipment and Materials.
1. 250-Salmon cards - per sample on page 81.
 2. 250-Buff cards - per sample on page 82.
 3. 2-Ace Fastener Corp. - Pilot Staplers or equivalent.
Base dimensions - 6-7/16" x 1-15/16" x 5/8".
(Only one Stapler used in Present Method)
 4. 1-Clear Print Stamp Pad - 2-3/4" x 4-1/4".
 5. 1-Small Rubber Stamp to print "TOP".
 6. 3-Medium size corrugated cases as Tote Boxes.
 7. 1-Small size corrugated case as a Shipping Case.
- E-3 Present Method Layout Wall CHART.
Same as R-3. See Page 67.
- E-4 Proposed Method- Equipment and Material.
1. E-2 - Items 1,2,3,6 and 7.
 2. Riveting Fixture,- See sketch on Page 83.
 3. 2-Jigs for holding Copper and Brass sheets.
See sketch on Page 83.
- E-5 Proposed Method Layout - Wall CHART.
Same as R-7. See Page 69.

SAMPLE CARD TO BE USED AS BRASS SHEET.

BRASS

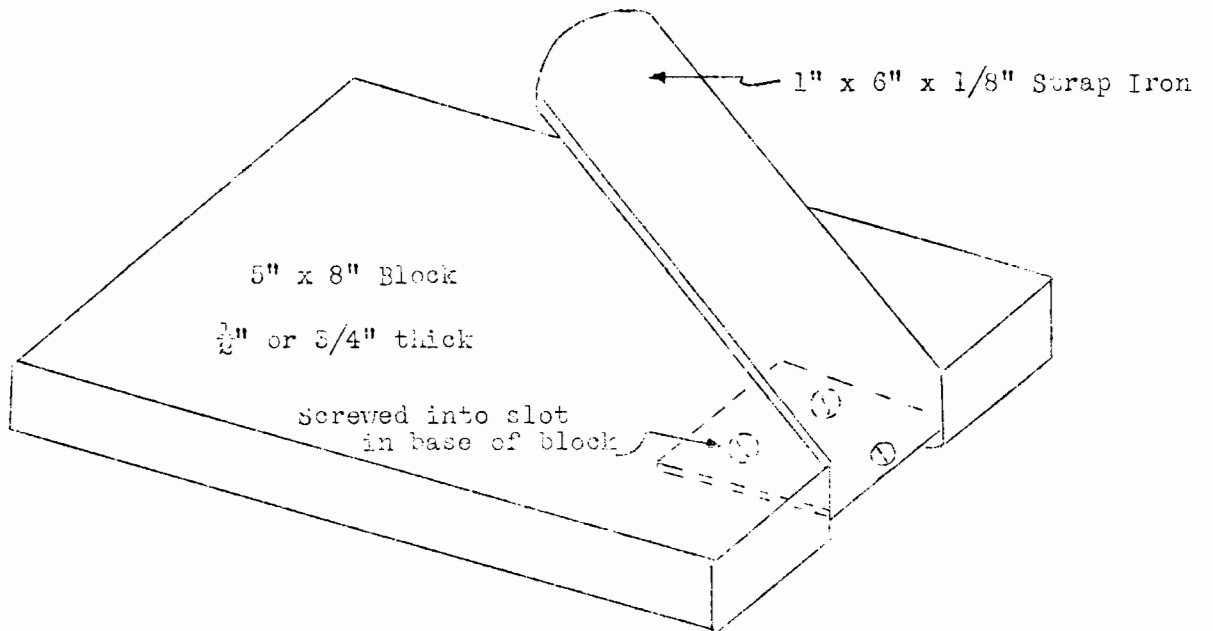
SKETCH OF RIVETING FIXTURE-, specified in E-4 Page 80

Scale $\frac{1}{2}'' = 1''$



(x) - Dimensions variable depending on type of stapler and anvil location. Staples should be driven so as to span center of holes in cards.

SKETCH OF JIGS, specified in E-4 Page 80



TRAINER'S CHECK SHEETPURPOSE:

1. HOW will this Proposed New Method help to deliver Greater Quantities of Quality Products in Less Time?
2. Does this New Method propose a BETTER USE of:- (Check one or more)
Manpower? _____ Machines? _____ Materials? _____

STEP I - BREAK DOWN the job!

1. What details of the Present Method, as demonstrated, were not included - on the JOB BREAKDOWN? _____
2. How many, and which, details were not completely and accurately described? _____
3. Where could the NOTES Column have been used more effectively? _____

STEP II - QUESTION every detail:

1. Select 2 or 3 details that were changed and 2 or 3 that were not changed and ask the Demonstrator and the Group questions such as:-
2. WHY are details # _____ necessary? and # _____ Unnecessary?
3. WHAT is the purpose of # _____? WHAT value did # _____ add?
4. WHERE would be a better place to do # _____?
5. WHEN is the best time to do # _____? Before or After # _____?
6. WHO is best qualified, of those available, to do # _____?
7. What better use could have been made of Materials? _____
Equipment? _____ Tools? _____

STEP III - DEVELOP the new method:

1. Select other details that were changed and others not changed and ask:-
2. Why were # _____ ELIMINATED? and # _____ NOT ELIMINATED?
3. How was it possible to COMBINE or REARRANGE # _____?
4. What changes would have been necessary to permit you to REARRANGE or COMBINE # _____?

5. In what way did you SIMPLIFY # _____ to make them EASIER or SAFER?

Why didn't you Pre-position _____?

How could you have put _____ and _____ into the Proper Work Area?

When and where could Gravity-feed hoppers and Drop-delivery chutes have been used?

What changes would be necessary to get Both Hands doing Useful Work?

Why couldn't Jigs or Fixtures be used to do the Holding done by the hands in # _____?

6. With whom did you discuss your ideas for this new method improvement?

The Boss? Operators? Assistants? Other Foremen? Technical Staff?

7. What are the principal points that should be included in writing up the finished Suggestion? _____

STEP IV - APPLY the new method:

1. If you were the Boss, what questions would YOU ask about the new method?

Would you want to see, Samples? ___ Sketches? ___ Breakdown Sheets? ___

2. If you were the Operator what further information would YOU want about the new method and its application?

3. To whom should you go for approval on Safety? Quality? Quantity? Cost?

4. How will you go about putting and keeping this new method in effect?

Which of the details will you work on, in the near future, for the development of a still BETTER improvement? # _____

5. Who should get CREDIT for this new method improvement?

CONCLUSION:- (To the Group)

1. What other constructive criticisms or suggestions do you have to add?

2. Can this new method be used by other members of the Group?

3. What were the best and most instructive points in this demonstration?

(NOTE:-The Trainer is not expected to use ALL these questions under STEPS I, II, III and IV in the discussion of EVERY demonstration. Select the most appropriate ones for each case, but be SURE to get good variation in the discussion.)