CHECK LIST FOR AUDIT OF INCENTIVE OPERATION

1. Dept. 280 Operation Press Flexible Min K Panels Date of Audit 5-7-70

Std. No. 14-1 Std. Hrs. per 100 6.35 Approx. Average % Eff. 180% Date of Std. 7-16-69

2. Operations Standards Sheet

a. Number in Crew 2 (Per Std.) ✓

b. Unit of Product Good panel (Per Std.) ✓

Is Prod. Gross ✓ or Net _____?

c. If Pay Curve Applies, Does O.S.S. So State? ✓

d. Physical Measurements of Product ✓

36 x 36 x 1/4 STD MIN K Panels

Explanation of Irregularities:

3. Work Study Summary

a. Operation Brief (Sec. I) ✓

b. Control Point (Sec. II) ✓

c. Application (Sec. III)

1. If Special Conditions, Are They Necessary? ✓

2. Quantities Per Pkg., Frequencies, Distances ✓

3. Machine Speed 4 min. (Per Std.) ✓

d. Allowances (Sec. IV)

1. Are They Correct? ✓

2. Is 'Time Out' in Line with Sec. IV? ✓

3. Is Relief Treated Correctly? ✓

4. Is Lunch Period Treated Properly? ✓

e. Calculating and Recording Time & Prod. (Sec. V)

1. Is Production Count Properly Secured? ✓

2. Is Sec. V Followed? ✓

3. Is Sec. V Written in Full Detail? ✓

4. Is Counting Mechanism Accurate? ✓

5. or - Is Counting Mechanism Recommended? No

6. Can a Down-time Recorder be Recommended? No

f. Is Mfg. Spec. in Line With Std.? (Sec. VI) ✓

g. Standard Operating Procedure (Sec. VII) ✓

Explanation of Irregularities:

d. 20% Respirator allowance not included in std.

NOTE: This station has been rated as an out of line dust condition

Respirators were not worn at time of audit.

Form 50197-38 a 3/55) *See other side.

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4. Time Study of Operation

a. Is Standard Out of Line? yes

b. Are Certain Elements Incorrect (Explain)? yes

Explanation of Irregularities:

1. Aluminum sheet no longer being used
2. Rolling up paper & adding mink allowed in std as separate operations now being performed internally
3. Loading and take off tables not being raised & lowered to prescribed levels

c. What is the Overall Performance Rating? 115

d. Convert Performance Rating to % Eff.:

Approx. Overall % Fatigue 10

Other % Allowances 14

% Eff. 139

5. Job Evaluation and Job Rates

a. Are Job Descr. and Job Spec. Up-to-date? ✓

b. Is Employee Classification Correct? ✓

Explanation of Irregularities:

6. Distribution of Latest Standards or Job Rates

a. Examination of Dept. Copies ✓

b. Examination of Checker's Copies ✓

c. Examination of Finance Office Copies ✓

Explanation of Irregularities:

7. Examination of Labor Tickets

a. Previous Day's Ticket(s) of Observed Operation

1. Method of Recording

a. Start & Stop Time ✓

b. Complete Description ✓

c. Production ✓

d. Std. Hrs. Per 100 ✓

e. Job Rate(s) for Incentive ✓

f. Is 'Time Out' in Line With Allowances (Sec. IV)? ✓

g. Approval ✓

2. Calculation of Std. Hrs. (Proration for crew) ✓

3. Is 'Guarantee' Handled Properly? ✓

4. Calculated % Eff. 186 vs. Converted Perf. Rating (4d) 139

b. Back Labor Tickets

1. Spot Check to Cover Items 1 thru 3 ✓

2. Are There Unexplainable High or Low %'s? No

3. Cross Check Prod. (if possible) Against Quantities as Reported For a Preceding or Succeeding Operation ✓

Explanation of Irregularities:

* - Answer Questions 'Yes' or 'No' (except %'s in 4c and 4d)
- Where applicable Use Check (✓) if Correct; X if Wrong.

Signature of Auditor: Thos Reilly

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