

Present Method Breakdown Step 1 - Breakdown the Job		Questioning and Development of New Method Step 2 - Question every detail - List your ideas - Don't trust memory			Step 3 - Develop
List <u>all</u> details	Notes	Challenge Yourself	Be Specific	There May Be A Better Way	Renumber your details
A detail is every single thing that is done including every inspection and every delay or waiting period. Be sure details include all material handling, machine work, and hand work.	List all distances, tolerances, safety, scrap, time used, weights, etc. Also list long reaches, tugging, holding, stooping, bending, or awkward moves.	WHY is this detail necessary? WHAT useful purpose does this detail serve? Does this detail add quality? Cut cost? Improve safety? Increase production? If not - can I do my job without this detail?	WHERE should this detail be done? Which machine, bench, equipment? WHEN should this detail be done? Before some other detail? Another time? WHO is qualified to do this detail? From standpoint of experience? Skill? Physical strength? Who is available?	HOW is the best way to do this detail? Can you improve on the materials, machines, equipment, tools, product design, workplace, safety, or housekeeping? Can you make the work easier or safer by using jigs or fixtures, both hands, or gravity feed hoppers or drop delivery shutters? Can you pre-position in proper work area?	
What operation or handling precedes your job?					
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What is the next operation or where does material go from here?		ELIMINATE all unnecessary details cross them out	COMBINE AND REARRANGE for better sequence when practical C. or R. in right hand column	SIMPLIFY ALL NECESSARY DETAILS Renumber details in new order in right hand column	