TWO-WEEK TIME STUDY: WHERE DO YOUR CREW'S HOURS GO?

EZIIL

Shop / department: Week starting: Checked by (daily):

J Job work (fit-up, welding, prep) **M** Waiting for material or cut parts **D** Looking for a drawing or information **N** Waiting for a decision or the next job **R** Rework **F** Moving and fetching **P** Restarting a parked job

DATE	WORKER	JOB NO.	OPERATION	START	STOP	CODE	NOTE (WHAT WERE YOU WAITING FOR, WHAT WAS REWORKED)

Log when the work starts and stops, not at the end of the day. One line per job and operation; a new line whenever the code changes. Print one sheet per person per day, or keep one at each station.

WEEKLY SUMMARY

EZIIL

THE THREE NUMBERS

	WEEK 1	WEEK 2
Jobs (or value) finished and shipped		
Paid hours, crew that limits output		
Hours on job work (code J)		
Job work as % of paid hours		

LOST TIME BY REASON (HOURS)

	WEEK 1	WEEK 2
M · Waiting for material or cut parts		
D · Looking for a drawing or information		
N · Waiting for a decision or the next job		
R · Rework		
F · Moving and fetching		
P · Restarting a parked job		

HOW TO USE IT

1. Pick two normal weeks and the crew that limits your output (usually welders and fitters).
2. Have one person check the sheets every day, so gaps get filled while people still remember.
3. At the end of each week, add up the hours per code and fill in this page.
4. Rank the lost-time reasons by hours. Fix the biggest ones that cost nothing first: release only kitted jobs, finish before you start, one person owns the plan, welders don't fetch.
5. After four weeks, run the study again with the same codes. The difference in job hours is the throughput you won back.

BIGGEST LEAK AND FIRST FIX

Leak:

First fix and who owns it: