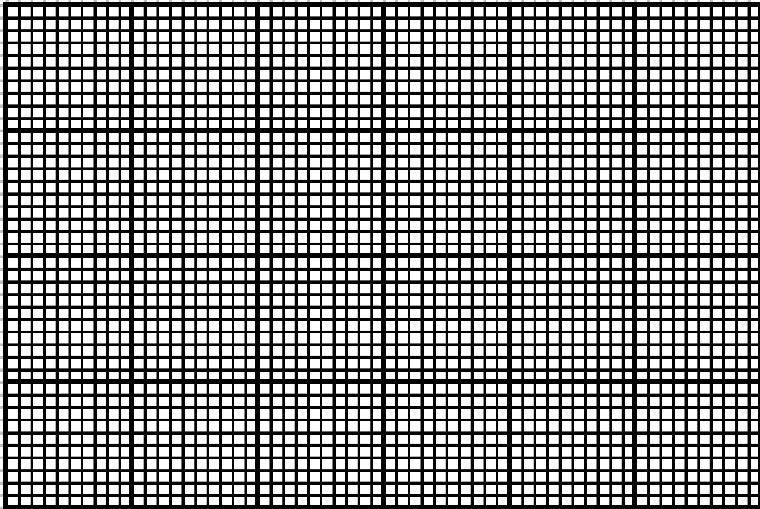


Time Observation

Process for		Prepared by:				Operation #		Circle one	
Observation		Observation Date:						"As Is" / Proposed	
No.	Component Task	1	2	3	4	Component Task Time	Notes:		
							<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> Floorplan of Work Area </div> 		
Time for 1 Cycle									

Target Progress Report

Team Name: _____

Event Period: _____

Product Cell: _____

TAKT Time: _____

Product/Process: _____

Team Leader: _____

Measurements	"As Is"	Target Actual / %	Day 1	Day 2	Day 3	Final Actual / %
Space (sq.ft.)		/				/
Inventory		/				/
Walking Distance		/				/
Part Travel Distance		/				/
Lead-time		/				/
5S		/				/
EH&S		/				/
Setup		/				/
Visuals		/				/
Crew Size		/				/

Remarks: _____

Table of Production Capacity by Process

New/Rev Date:				Page		of	
Manager:	Prepared by:	Part No.		Line Name		Current Output Person-Day	
Supervisor:	Date:	Part Name		Max Output Daily	Workers Needed	up to	Pcs

Step No.	Process Name	Machine Number	Base Time				Tools			Processing Capacity	Remarks Time Indicated	Manual Automatic Walking
			Walking Time	Manual Task Time	Auto Run Time	Time to Complete	# of pieces to change	Time to Change	Time/Piece			
		Totals										
		Grand Total										

(Note) Revise Times, Every Time Kaizen Has Shortened Them and Write the Reason For The New Times In The "Remarks" Columns.