

UNIT II

WORK STUDY! -

Work study is one of the technique for improving productivity and hence raise the standard of living.

Work study is a generic term for the techniques of method studies and work measurement.

Method Study! -

Method Study is the technique of systematic recording and critical examination of existing and proposed ways of doing work and developing an easier and economical method.

Basic Procedure for method Study!

The Basic Procedure for conducting method study is as follows.

1. Select the work to be studied.
2. Record - all facts about the method by direct observation.
3. Examine the above facts critically.

UNIT II

WORK STUDY! -

Work study is one of the technique for improving productivity and hence raise the standard of living.

Work study is a generic term for the techniques of method studies and work measurement.

Method Study! -

Method Study is the technique of systematic recording and critical examination of existing and proposed ways of doing work and developing an easier and economical method.

Basic Procedure for method Study!

The Basic Procedure for conducting method study is as follows.

1. Select the work to be studied.
2. Record - all facts about the method by direct observation.
3. Examine the above facts critically.

4. Develop the most efficient and economic method.

5. Define the new method.

6. Install the new method.

7. Maintain the new method by regular checking.

Selection :-

while selecting a job for doing method study, the following factors are considered.

i) Economical factors.

ii) Human factors.

iii) Technical factors.

Economical factors :-

The money saved as a result of method study should be

sufficiently more. The analysis

of the study will be worth while

Based on the economical factor

generally the following

jobs are selected.

i) operations having bottle neck

ii) operations done repetitively.

iii) operations having a

great amount of manual work.

Human factors:-

The method study will be successful only with the co-operation of all people concerned i.e. workers, Supervisor, trade unions etc.

workers may resist method study, due to

- 1) The fear of unemployment.
- 2) The fear of reduction in wages.
- 3) The fear of increased work load.

Technical factors:-

To improve the method of work all the technical details about the job should be available. Every machine tool will have its own capacity. Beyond this it cannot be improved.

Example. a work study man feels that speed of the machine tool may be increased and HSS tool may be used.

Recording of process:-

All the details about the existing method are recorded. This is done by directly observing.

the work.

Symbols are used to represent the activities like operation, inspection, transport, storage delay.

1. operation process chart - All the operations and inspection are recorded.

2. Flow process chart.

a) Man type - All the activities of man are recorded.

b) material type - All the activities of the material are recorded.

c) Equipment type - All the activities of equipments are recorded.

3) Two handed process chart or Right handed - Motions of two hands are recorded as separate activities.
- Left hand chart.

4) Multiple activity chart - Activities of a group of workers doing single job are recorded.

5. Flow diagram - This is drawn to suitable scale. Path of flow of material in shop is recorded.

6. String diagram - The movement of worker are recorded using a string in a diagram to show

Critical Analysis:-

The objective of critical examination of recorded facts of an existing or proposed method and determine the true reasons underlying each event and to make a systematic list of all the possible improvements for later development as a new and improved method.

Principles:-

1. Facts should be examined as they are not as they appear to be or they should be.

2. Hasty judgements should be avoided.

3. All aspects of the problem must be approached with a challenging and sceptical