

POSSIBILITY GUIDE					1. DATE	
2. NAME OF OPERATION		3. OPERATION NUMBER		4. ANALYSIS BY		5. FILE NUMBER
6. CLASS OF CHANGE	HAND AND BODY MOTIONS	TOOLS, WORKPLACE AND EQUIPMENT	PROCESS	PRODUCT DESIGN	RAW MATERIAL	
a	b	c	d	e	f	
1						
2						
3						
4						
5						

CHECKLIST FOR POSSIBILITY GUIDE

5. Can a slightly different raw material be ordered or can the same material be ordered in a form that would be more advantageous? Can the following be changed?
 - a. Shape
 - b. Size
 - c. Packaging
 - d. Quantity packaged together
 - e. Material
 - f. Amount of processing done by supplier
 - g. Color
 - h. Finish
 - i. Any other product specification
 - j. The product so as to make any material or auxiliary material, used in the product unnecessary
4. Can the product be made, finished, packaged, or sent out in a more advantageous form? Can the following be changed?
 - a. Design
 - b. Packing
 - c. Finish
 - d. Weight
 - e. Tolerances
3. Can the order of operations be changed?
 - a. Can the various processes between input and output be done in a different order?
 - b. Is any step unnecessary?
 - (1) What does it accomplish?
 - (2) Why is it done?
 - (3) What would happen if it were not done?
 - c. Can any steps be combined?
 - d. Can the job be broken advantageously into two or more separate operations?
2. Can changes be made in tools, workplace, and/or equipment?
 - a. Can any new tools or equipment or a change in the workplace make any job in the sequence easier?
 - b. Can any tool or piece of equipment be eliminated advantageously?
 - c. Can any tools be combined?
 - d. Is the space adequate or is more or less space required?
1. Can a new motion pattern make any job in the sequence easier?