

RECORD OF STANDARD PRACTICE AND STANDARD TIME/OPERATION DESCRIPTION		1. CHECK APPROPRIATE BOX <input type="checkbox"/> PRESENT UNIT <input type="checkbox"/> PROPOSED METHOD	2. STANDARD NUMBER AND TYPE
3. ORGANIZATION			4. DATE
5. UNIT		6. SUB UNIT	7. PART NUMBER
8. PROCESS NUMBER	9. PROCESS (Job) NAME		10. UNIT OF MEASURE (Work Unit)
11. OPERATION NUMBER	12. OPERATION NAME		13. STANDARD TIME
			HOURS PER UNIT
14. MACHINE NUMBER	15. MACHINE NAME		UNITS PER HOUR
16. DETAILED DESCRIPTION OF JOB REQUIREMENTS AND METHOD (Continue on Reverse Side if Necessary)			
17. APPROVALS	SIGNATURE		DATE
ANALYST			
ANALYST SUPERVISOR			
OPERATING OFFICIALS			
OPERATING OFFICIALS			