

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