

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 ( <i>Job</i> ) NAME	10. UNIT OF MEASURE ( <i>Work Unit</i> )	
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 ( <i>Continue on Reverse Side If Necessary</i> )			
17. APPROVALS	SIGNATURE	DATE	
ANALYST			
ANALYST SUPERVISOR			
OPERATING OFFICIALS			
OPERATING OFFICIALS			