

KES

Application Standard of Work Process Sheet

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Contents

1. Scope of Application
2. Purpose
3. Method of Writing
4. Maintenance and Management
5. Reorganization



1. Scope of Application

It shall be applied to all the work process related to manufacture.

2. Purpose

It shall intend to maintain and to manage process with stable state by defining and conforming standard of all work related to manufacture clearly.

3. Method of writing

3.1 Time to writing

It shall be written at the first stage of preparing mass-production based on process draft, QC process table, standard sheet of inspection etc that are related to development of product.

3.2 Writing person

The head of correspond manufacturing department shall write.

3.3 Permission

After investigating reasonability of written standard process sheet at the stage of preparing mass-production, in case that there is changing item, correct and reinforce and make sure as standard by investigation of corresponding foremen and obtaining permission of head of manufacturing part before starting of mass-production stage.

3.4 Method of writing

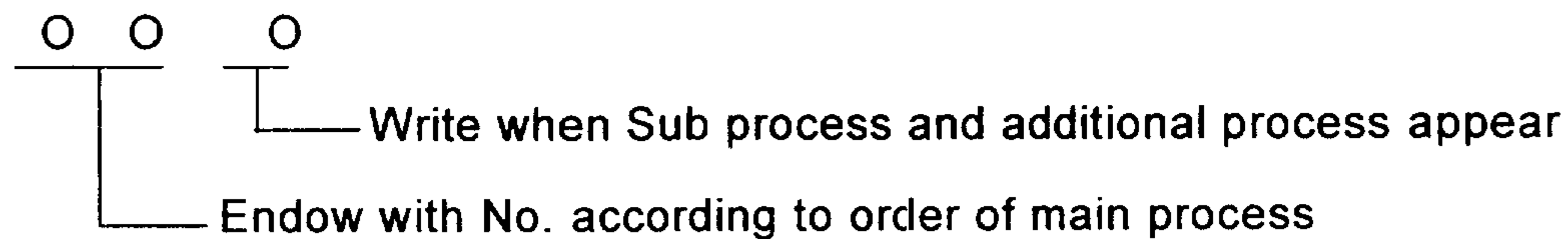
Work standard sheet (Additional sheet form No. 1) shall be written as same as Following

(1) Car variety

Write name in case that name of developing car variety has been determined and project name in case that one has not been determined yet.

(2) Process No.

Write serial No. with 3 digit according to order of process classified at process draft clearly and the first process No. shall start from 101.

**(3) Process name**

Write name of each process unit marked at process draft.

(4) Management No.

Department of writing and manufacture shall write management No. based on "Management specification of manufacture process semi-technical standard (KMS E000002)".

(5) Name of product

Write name marked at the drawing of corresponding product.

(6) Part No.

Write part No. marked at the drawing of corresponding product. Especially write simultaneously in case that changing symbol on design change exists.

(7) Brief drawing

Illustrate content of standard work with the method to be recognized and to be understood most easily.

Mark corresponding Point with color by drawing part drawing or product processing part in case of individual work and Layout in case of united work or handling work.

(8) Using part-material

Write name or symbol of processed raw material or assembled parts.

(9) Using machine

Write equipment of corresponding process, name of jig, standard or management No. and regulate capacity, precision and accuracy when it is needed.

(10) Number of product per hour

Mark amount able to be produced for an hour when a worker proceeds process under normal condition.

(11) Standard working time