

Standard Work / Job Instruction

Process:

Tools:

Parts:

Process Owner:

Rev:

Takt Time:

	Task	Key Points	Time/Timing	Visual references or Reason
	A logical segment of the operation when something happens to advance the work	Anything in a step that might..... 1. Make or Break the job 2. Injure the worker 3. Make the work easier to do.. i.e. "knack", "trick"		