

MACHINE CARD—Corona Typewriter Company, Inc.			
33-100M			
MACHINE	DATE	SHIPPING ORD. NO.	KEY BOARD NO.
SHIPPED TO		ROUTING: 1. To follow machine until shipped, 2. To Order Dept.	
MACHINE	DATE	DATE RECEIVED IN STOCK	RECD BY
KEY BOARD NO.		ROUTING: To be removed by Stock Clerk when machine is received and sent to Order Dept.	
MACHINE	DATE	KEY BOARD NO.	
NUMBER AND NAME OF JOB	CLOCK NO.	DATE	REMARKS
1 Feet, No. and Bushing			
3 Shift Lock, Stop, Frame, Space Bar and Key Levers			
5 Springing and Spacing			
6 Corner Posts, Segments, Typebar Rest, Links, etc.			
8 Fitting Type Bars			
9 Shift Assembly			
10 Shift Inspection			
10 1/2 Type Bar Spacing			
11 Keyboard			
11 3/4 Clean			
11 1/2 Soldering Type			
11 Keyboard			
10 1/2 Type Bar Spacing			
10 Shift Inspection			
9 Shift Assembly			
8 Fitting Type Bars			
6 Corner Posts, Segments, Typebar Rest, Links, etc.			
5 Springing and Spacing			
3 Shift Lock, Stop, Frame, Space Bar and Key Levers			
1 Feet, Numbering and Bushing			
ROUTING: To follow machine until completed, then to be sent to the General Supervisor.		MACHINE	

Fig. 16. Assembly Card—Parts to Follow Machine.

and prevents the holding up of machines with old serial numbers. Special machines and rush orders are handled through assembling by affixing a small red rush tag to the assembly card. The assembly card is of a special size so that it will slip under the type basket of the machine without folding and this guards against the separation of the card from the machine and prevents confusion.

The large front portion of the card is retained and filed in the works manager's office for not less than one year to furnish information when required. For example, should one of our agents complain of the condition of a machine when received, he will send in the serial number and we will go to the file, take out the assembly card, examine the alignment record and take

STUB TO BE FILLED OUT BY OPERATOR DOING OPERATION, TORN OFF AND SENT TO DEPT. CLERK AT END OF EACH DAY			
MACHINE NUMBER	JOB	CLOCK NO.	DATE
	19 Align and Final Inspect.		
	18 Final Inspection		
	17 1/2 Aligning Inspection		
	17 Aligning		
	16 Adjusting Inspection		
	15 Adjusting		
	14 Inspection of Assembly		
	13 Final Assembly		
	12 Part Final Assembly		
	11 3/4 Clean		
	11 1/2 Soldering Type		
	11 Keyboard		
	10 1/2 Type Bar Spacing		
	10 Shift Inspection		
	9 Shift Assembly		
	8 Fitting Type Bars		
	6 Corner Posts, Segments, Typebar Rest, Links, etc.		
	5 Springing and Spacing		
	3 Shift Lock, Stop, Frame, Space Bar and Key Levers		
	1 Feet, Numbering and Bushing		

Fig. 17. Assembly Card—Stubs to be Filled Out by Operator.

up the matter with the individual final inspector, aligner, adjuster or assembler through his supervisor. Furthermore, as a check on quality we receive from our largest offices each month a sample sheet for every machine that they have received during the month with any defects in parts, finish, adjustment or alignment noted on the sheet. Of course, the machine number is given on each sheet. The number of sheets received represents on an average 15 per cent of all machines shipped during the month. Upon receipt of these slips the number of the final inspector is secured from the assembly card and placed on the sheet. Then a complete recapitulation of complaints is made by kind and against the name of each final inspector, and the quality standard of the inspectors is determined by this. The record

is posted in the final inspection department monthly, and also from this record our statistical department prepares monthly graphs for the works manager's office. Daily records showing the individual attainment of all operators on adjusting, aligning and final inspection and of all assembly jobs are sent to the works manager and cost department. These records show the daily production, production for the week, and for the month, and the number of machines available ahead of each job. The cost department prepares a department output report, showing the number of machines ahead, completed for the day, week, and month for each assembling unit, together with quantity shipped and orders received. Therefore every executive of the company knows daily the exact status of orders, shipments and production accomplishment. From this data the string board graphics in the works manager's office are posted daily, and a close control of assembly operations can thus be maintained.

**Control of Materials.** Materials are requisitioned only by the stores division of the planning department. Specifications for materials for parts designed by the designing and experimental department are furnished to the stores division and purchasing department by the methods division of the planning department. The balance of stores ledger cards used for all materials are practically identical with the Taylor balance of stores card. When the balance of stores card shows that the ordering point has been reached a requisition is made on the purchasing department in the usual way, a copy being retained for follow up purposes. However, in order to keep raw material inventories down it is the custom of the balance of stores ledger clerk to check the condition of the stock on the finished parts and parts in process string boards where the graphic inventories are carried. If it appears to him that the supply of parts in process or in finished stock is such as to warrant it, he will specify a later date for delivery on the requisition than if he were merely ordering from the balance of stores card. In most instances the clerk consults the head of the route division before making his decision to put off the delivery date.

Upon receipt of the requisition the purchasing agent issues the purchase order. Copies of the purchase order are sent to the receiving department and stores division and one is filed by the purchasing department. The stores division, upon receipt of the purchase order, makes the proper entries on the stores ledger card and from then on follows up the order on its copy of the original requisition. The purchasing department fol-

lows up the order on its copy of the purchase order. Upon receipt of the material the receiving department issues a material received report which is stamped "Inspect" if the material is to be inspected, or not stamped if inspection is not required. This report accompanies the material to the raw material inspection department and upon completion of inspection a copy of the report is sent to the stores division and a copy to the purchasing department and one accompanies the material to the store. Upon receipt of the material in the store room the quantity accepted is entered on a bin tag. The stores division makes the necessary entries from the receiving report on the stores ledger card and the purchasing department makes the entries on the purchase order, placing the order in the permanent file if it is complete.

When invoices are received all copies are sent to the purchasing department for checking the price and one copy is then sent to the stores division for recording of unit price, the other is sent to the accounting department for payment. In keeping our balance of stores ledger cards we use the average system of pricing.

When a manufacturing order showing the material required is originated by the route department it is sent to the stores division and they apportion the necessary material against the order and return the order to the route division O.K.'d to show that material is available.

Raw materials are issued on a bill of materials made out in the route division of the planning department and sent directly to the raw material stores. The raw material stores deliver the material to the proper department on the date specified and record the withdrawal on the bin tag and the bin tag balance on the bill of materials and then forward the bill of materials to the stores ledger clerk where the withdrawal entries are posted on the balance of stores ledger card, the unit price of the material entered on the bill of materials and extension made, the bin tag balance shown on the bill of materials compared with the ledger balance, and investigation and correcting entries made if necessary, and the bill of materials forwarded to the cost department. Perpetual inventory is maintained on all materials by checking the bin tag against an actual inventory of bin contents. The bin tag is then corrected if necessary and is sent to the stores ledger clerk to be checked against the stores ledger card. A correcting entry is made on the card if necessary. Bin tags are checked in such quantities as to insure complete inventory of all materials at least once a year.

The same procedure is followed on supply stores as