

DAILY ROUTINE  
MICA AND ARMATURE STRAIGHTENING

13 pages

1930-31

MICA

# DON'T DISCLOSE IDENTITIES

## DAILY ROUTINE, MICA TEST Room Study, Bldg. 25-3

From the beginning of these studies, the identities of the persons under study have been kept confidential. We look to carry on this trust. Please guard the privacy of persons involved by substituting fictitious names, or symbols for real names.

1. Check clock cards for irregularities.

(a) Send clock cards to Head Clerk, Department 5317, 9:00 A.M.

2. Post time worked and operators output claim to S.P.W. tickets and place in output boxes. (See attached sample ticket.)

(a) A week's supply of tickets written up complete with the exception of the above two items are obtainable every Monday from the clerk of Department 5317.

(b) According to the routine set up to have the test room mica counted by a special counting group located in Building 23-3, Northeast corner, it is necessary to have the S.P.W. Tickets approved by [REDACTED] Department 6623-1, Building 23-4. (The approval of tickets was requested by [REDACTED] Department 6162, Chief of the Counting Department.)

M.D. 329-B (12-26) COUNTING GROUP 13 CREDIT										M.D. 329-B (12-26) PROCESS INSPECTION RECORD										DETAIL GENERAL 14														
TO DEPT. 5317		GANG BOSS		CLOCK NO.		ORDER NO. K-		WEEK ENDING		GANG BOSS		TO DEPT. 5317		CLASS NO.																				
ORDER NO.		APPLY ON ORDER NO.		CLOCK NO.		INITIALS																												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	LABOR HRS.	NACH. CLASS																			
P. NO. OR DESC.										P. NO. OR DESC.																								
FILE DESC.										REASON FOR DAY WORK																								
QUANTITY GOOD					QUANTITY GOOD					FILE NO.					LABOR																			
DEFECTIVES PAID FOR					SET-UP PRICE					NO.					DEFECTIVES PAID FOR					SET-UP PRICE					NO.					TOTAL SCRAPPED				
SCRAP PAID FOR					PRICE					SCRAP PAID FOR					PRICE					INSPECTED BY														
TOTAL DEFECTIVES					TOTAL CREDIT					NO. OF TICKETS					COUNTED BY																			
TOTAL DEFECTIVES					NO. OF CONTAINERS																													
FROM DEPT. 5317					DATE OF DELIVERY					FROM DEPT. 5317					DATE OF DELIVERY					INSPECTION SECTION														

5317

5317

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DAILY ROUTINE, MICA TEST  
Room Study, Bldg. 25-3  
(Cont'd.)

3. Keep "Daily Log" record of the operator's time: personal time, irregularities, Hospital visits, repairs etc.  
Folder No. 1
4. Read Hygrodeik - Temperature and Wet Bulb, 8:00 and 11:00 A.M. and 1:00 and 4:00 P.M.  
Folder No. 2
5. Post weight of output, micinite and clippings.  
Folder No. 3
  - (a) Weight of output obtained from S.P.W. Tickets after the output is counted. (Counting Room, Building 23-3, Northeast corner.)
  - (b) Weights of micinite and clippings obtained from [REDACTED], Department 5317, Building 55-2-C.
6. Post actual time worked, operators output claim and counting room count of output.  
Folder No. 4
  - (a) Counting room count of output obtained from S.P.W. Tickets.
7. Obtain the operator's "Hours of Sleep" - Folder No. 5.
8. Maintain "Daily History" Sheets - Record of personal conversation relating to the operator's health, working efficiency, etc. Also other events or happenings.  
Folder No. 6

WEEKLY ROUTINE

1. Weekly Piece Work Percentages. Folder No. 7
  - (a) Post S.P.W. hours and earnings for individual operators from "Details of Pay Check".
  - (b) Obtain the "Details of Pay Checks" and new Clock Cards Saturday 9:00 A.M. - Head Clerk, Department 5317.
  - (c) Figure what percentage the S.P.W. earnings are over the D.W. earnings.

DAILY ROUTINE, MICA TEST  
Room Study, Bldg. 25-3  
(Cont'd.)

Example:

Operator's Hourly Rate \$.42

<u>Week Ending</u>	<u>P.W. Hours</u>	<u>D.W. Value</u>	<u>P.W. Payment</u>	<u>Percent</u>
2-1-30	48	20.16	34.86	72.9

Multiply the P.W. Hours (48) by the Hourly Rate (.42) to obtain the D.W. value. (\$20.16)

Subtract the D.W. value from the P.W. pay  
D.W. value

\$34.86  
20.16

Divide the difference by the D.W. value

20.16)14.700(72.9%  
14 112  
5880  
4032  
18480  
18144

2. Basic Data Table, Table No. 1 and Table No. 3.  
Folder No. 8 and 9 (Folder No. 9 contains complete typewritten tables from the beginning of the study.)

1. Basic Data Table

- (a) Figure daily and Total Weekly Outputs for individual operators and for the group.

- (b) Method of procedure

Post actual time worked and counting room count of output (Folder No. 4) to the individual operator's record sheets. (Folder No. 8) Example:

<u>Opr. No. 2</u>	<u>Date</u>	<u>Hours</u>	<u>Output</u>	<u>Average Hourly Output</u>
	2-10	8:25	1523	
	2-11	7:00	1200	171.4
	2-12	8:25	1480	
	2-13	8:25	1510	
	2-14	8:25	1500	
	2-15	4:05	787	192.9

When the actual time worked is less than the standard working day (Standard Working Day is 8:25 in the above example as two-ten minute rest periods are deducted) due to Hospital Visits, Repairs etc., obtain the Average Hourly Output by dividing the actual output by the actual hours worked. Then multiply the Average Hourly Output by the Standard Working day to obtain an output comparable to the other days of the week.

After the above operation is completed for the individual operators line up the outputs in the following manner: Example:

Date	Time Worked	1	2	3	4	5	Group
2-10	8:25	Absent	1523	1808	1850	*1321	1625
2-11	8:25	"	1442	1825	1800	*1684	1688
2-12	8:25	"	1480	1878	1839	1550	1687
2-13	8:25	"	1510	1674	1680	1310	1543
2-14	8:25	"	1500	1805	1784	1545	1659
2-15	4:05	"	(1623) 787	(1330) 645	(1609) 780	(1333) 646	(1474) 715
Total	46:10		8242	9635	9733	8056	8917

The Group Average Daily output is obtained by cross-totaling the individual operators daily outputs and dividing by the number of operators.

Obtain a weekly total for the individual operators and for the group.

The figures shown in parenthesis are Saturdays outputs adjusted to the Standard Working Day and are used for comparison with the other days of the week.

An asterisk (\*) opposite an output figure denotes a "repair" day.

If an operator is absent one or more days obtain the weekly Average Hourly Output and multiply by the Standard Working Day to obtain an output for the absent days. Show the absent days output in quotation marks.

2. Table No. 1 (Weekly Average Hourly Output and the Weekly Percentage of Efficiency over the Base Period for the individual operators and for the group.)

- To obtain the Weekly Average Hourly Output divide the operator's total weekly output by the total weekly hours.
- To obtain the Weekly Percentage of Efficiency over the Base period, divide the Weekly Average Hourly Output for the current week by the Average Hourly Output for the Base Period (Regular Dept. - eight weeks.)

3. Table No. 3 (Total Weekly Output)

(a) Figures obtained from Basic Data Table

3. Large Mica Group in the regular department.  
Folder No. 10

1. Method of procedure

- (a) Obtain the Departmental, Credit and Time Tickets from the clerk, Department 5317. (An entire week's production are filed by clock numbers.)
- (b) Select the tickets of the experienced operators by referring to the list of clock numbers in Folder Number 10 (approximately 30 operators).
- (c) Sort the tickets by the price (per C sheets) and by the days of the week, i.e. Monday, Tuesday, etc. The majority of the tickets will be of the \$.42 piece rate, but a few tickets of other rates will have to be converted to the \$.42 rate.
- (d) Total the hours and the outputs for the days of the week and also obtain a grand total of the hours and the outputs for the week.
- (e) Obtain the Weekly Average Hourly Output for the group by dividing the Total Weekly Output by the Total Weekly Hours.

4. Curves and Charts.

- (a) Total Weekly Output
- (b) Percentage of Efficiency
- (c) Large Mica Group
- (d) Day by Day variations in output

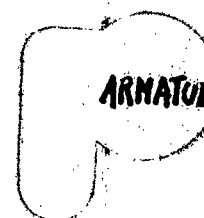


MISCELLANEOUS ROUTINE

1. Counting output tapes (relay assembly group) and figuring A.M. and P.M. variations in output.
2. Figure daily variations in output for the individual operators of the Test Room and the Large Mica Group for the various features of the study. Folder No. 11
  - (a) Obtain an average of all the daily outputs for each feature of the study.
3. Speed Tests. - Folder Number 12.
  - (a) Length of time required to make five good sheets of Mica.
4. Arrange Hospital Examinations. Folder No. 13.
5. Order Mica and boxes from [REDACTED] Department 5317.
6. Have needles sharpened and gauges repaired immediately if out of order. [REDACTED] Department 5317.
7. Other reports and data which may be requested or submitted.

INDEX OF FOLDERS

<u>Folder No.</u>	<u>Name</u>
1	Daily Log
2	Temperature and Wet Bulb Readings
3	Weight of Output, Micinite and Clippings
4	Output Data
5	Hours of Sleep
6	Daily History Sheets
7	Weekly Piece Work percentages
8	Basic Data Table
9	Basic Data Table (Complete typewritten tables)
10	Large Mica Group (Regular Department)
11	Daily variations in output
12	Speed Tests
13	Physical examinations
14	Overtime and no overtime data



ARMATURE TEST RECORDS

DAILY RECORDS

1. Log Sheets (Record of personal time out, interruptions, etc.)
2. Hours of Sleep.
3. Daily History Sheets.
4. Hourly Count of Output.
5. Actual Time Worked.
6. Basic Data Table.

WEEKLY RECORDS

1. Earnings.
2. Table No. 1 - Average Hourly Output and Curve.
3. Table No. 3 - Total Weekly Output and Curve.

QUARTERLY RECORDS

1. Physical Examination Report.

COMPLETION OF PERIODS

1. Daily Output Variation.
2. Personal Time.

November 2, 1931.

DAILY ROUTINE - Armature Straightening

1. Originate M.D. 353-A - (Assignment Card - Straight Piece work) for each operator on Monday for the piece part being worked on. If the same piece part is worked on all week the one assignment card will suffice otherwise it will be necessary to originate a new assignment for every change of piece part.

The piece parts worked on are:

	<u>Rate</u>	<u>File No.</u>	<u>K Order No.</u>
142985 - Str. and Gauge	.25	741	335K32
142986 - " "	.25	725	"
139118 - " "	.25	721	"

The Operator's clock Numbers are as follows:

<u>Clock No.</u>	<u>Name</u>
258	
254	
260	

It is advisable to check the Inspection Department once a day for rejected outputs. Our signature of acceptance is necessary on the back of the ticket before the Inspection Department will release the job. If the operator is responsible for the rejection the ticket is marked - "Defective No Credit" - L.E.L. or D.A.C.

Originate assignment cards for rejected outputs.

On rejected work it is necessary to attach the identification ticket form 329-A which is returned with the rejected work to the assignment card and forwarded to the head clerk. This facilitates her work in making out the Final Payment Ticket.

2. Before placing S.P.W. tickets with the operator's output insert necessary figures in spaces marked "No. of tickets" and "No. of Containers." On the back of the department copy write the operator's claim.

3. Keep "Daily Log" record of the operator's time: Personal time, irregularities, repairs, etc. - Folder No. 1

4. Obtain the operator's "Hours of Sleep" - Folder No. 5

5. Obtain hourly counts of output.

- 2 -

6. Maintain "Daily History" Sheets - Folder No. 6.

\*7. Post S.P.W. hours and earnings for individual operators from  
"Details of Pay Check" - Folder No. 7.

\*Weekly Friday P.M.