

USING JOB INSTRUCTION

A Guide for Second Line Supervisors

How to START Your People Using It

1. **HELP** them spot production needs and work out a training schedule to meet the needs – **TIME TABLE**.
2. **HELP** them dig out the key points that cause scrap, accidents, rejects and delays – **JOB BREAKDOWNS**.
3. **ENCOURAGE** them to have everything ready and the work place properly arranged.
4. **GIVE** them practice in putting across the instruction as organized on their job breakdowns – **4-STEPS**.

GET PRODUCTION THROUGH JOB INSTRUCTION

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A Guide for Second Line Supervisors How to KEEP Your People Using It

1. REVIEW with them their time tables once a _____. Make sure current production needs are spotted.
2. REVIEW with them the job breakdowns they will use during the _____. Look for the key points that will prevent scrap, accidents, and delays.
3. CHECK workers occasionally to see if they know the key points and reasons.
4. Look into injuries, scrap, rejects, tool and equipment damage. Find the cause:
 - Was a key point left out of the breakdown?
 - Were the four steps poorly used?
5. **Coach** where needed.

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