Standard Work Combination Sheet

1.0 Form Objective & Scope

This Standard Work Combination Sheet (SWCS) is a foundational lean manufacturing tool used to document the precise sequence of manual work, machine work, and walking time for a single operator within a defined process. It visually maps each step against the required takt time to identify bottlenecks, overburden (muri), and waste (muda). The form satisfies ISO 9001:2015 clause 8.1 (Operational Planning and Control) and lean production standards for standardized work.

Scope: This sheet applies to any repetitive manual or semi-automated production cell, assembly line, or packaging operation. It is used during process design, kaizen events, and routine audits to ensure operators follow the most efficient, safe, and quality-assured method. The form must be reviewed and updated whenever there is a change in equipment, tooling, material, or customer demand.

2.0 Administrative Details

Date of Observation: _____

Department / Work Cell: _____

Process Name / Part Number: _____

Operator Name (Observed): _____

Observer / Auditor Name: _____

Takt Time (seconds): _____

Cycle Time (seconds) – Total: _____

3.0 Audit / Evaluation Matrix

☐ Pass ☐ Fail - All work steps are listed in the correct sequence as per the current standard work instruction.

☐ Pass ☐ Fail - Manual work time (operator hands-on) is accurately timed and recorded for each step.

☐ Pass ☐ Fail - Machine automatic work time (unattended) is clearly separated and recorded.

☐ Pass ☐ Fail - Walking time between workstations or material points is measured and included.

☐ Pass ☐ Fail - Total cycle time does not exceed the required takt time (no overburden).

☐ Pass ☐ Fail - The combination of manual and machine work shows no idle time gaps greater than 2 seconds (unless intentional).

☐ Pass ☐ Fail - Operator follows the exact sequence documented on the sheet without deviation.

☐ Pass ☐ Fail - Safety, quality checks (e.g., visual inspection, torque verification) are included as manual steps.

☐ Pass ☐ Fail - The sheet is posted at the workstation and legible to the operator.

☐ Pass ☐ Fail - The sheet version matches the current revision in the document control system.

4.0 Corrective Actions & Development Plan

Identified Gap / Non-Conformance (e.g., step missing, time mismatch, sequence error): _____

Root Cause Analysis (5 Whys or Fishbone): _____

Countermeasure / Corrective Action Required: _____

Responsible Person: _____

Target Completion Date: _____

Status (Open / In Progress / Closed): _____

5.0 Sign-off & Authorization

Operator Signature (acknowledges understanding and adherence): _____ Date: _____

Supervisor / Team Lead Signature: _____ Date: _____

Quality Assurance Manager Signature (if applicable): _____ Date: _____

Date of Sign-off: _____ Date: _____