

Office Supply Processing

This is a complex pattern and number matching task.



Materials

- 64 pattern cards (A)
- 32 basic cards in orange plastic box (not shown)
- 32 standard cards in orange plastic box (not shown)
- 32 divider boxes (B) with loose dividers (K)
- 144 pencils (C)
- 144 pencil erasers (D)
- 300 paper clips (E)
- 16 large erasers (F)
- 13 rulers (G)
- 300 brass fasteners (H)
- 60 ring tags (I)
- 300 rubber bands (J)
- 4 order form pads (L)
- 2 3-compartment bins
- 3 small single-compartment bins
- 2 red storage bins

Setup

Place the storage bin with the divider boxes on the table to the left side. From left to right, place 2 single-compartment bins next to the storage bin, then the two 3-compartment bins, then the empty storage bin on its side. Open and place a divider box with the pattern cards (choose basic or standard cards) in front of the storage bin on the left. Place the small single-compartment bin with the dividers in front of the storage bin to the right. Place the order form pad near the worker to the right.

Procedure

- Take one divider box, open it and place it on the table.
- Take one pattern card and place it on the table in front of the divider box.
- Using the divider inserts, divide the box into compartments as shown on the pattern card.
- Starting with the left rear compartment of the divider box, fill the divider box with the items and quantities shown on the pattern card. Progress from left to right and from rear to front.
- When the box is complete, fill out the order form noting the items and quantities used. Initial the order form and place in the divider box.
- Close the divider box and place it in the storage bin on the right with the tab of the divider box facing out.
- Set aside the pattern card. Repeat the procedure for each card.

Norms: (Standard Cards)

Per unit – 1 minute, 30 seconds
Per task (32 units) – 48 minutes

Quality Criteria

Each divider box must be correctly divided into compartments. Each compartment must contain the correct items and quantities. Each divider box must contain a correctly completed order form and be securely closed. Each divider box must be correctly placed in the storage bin.

Norms: (Basic Cards)

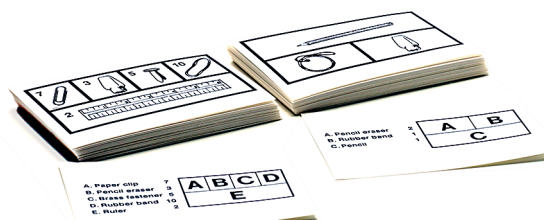
Per unit – 1 minute 30 seconds
Per task (32 units) – 48 minutes

Note

When using the pattern cards, you have a choice of two types of directions. One side has written descriptions of the object to be inserted. The other side uses symbols of the objects. Choose which type of pattern to use before beginning the task.

Variations

Basic cards have been included for an easier version of **Office Supply Processing**. For this variation, use the basic cards in place of the standard cards, and eliminate the use of the order form, placing the pattern cards in the box instead. Norms for this basic variation are to the left.



Office Supply Disassembly

Setup

Arrange the materials as in the assembly task.

Norms: (Standard Cards)

Per unit – 20 seconds
Per task (32 units) –
10 minutes, 40 seconds

Procedure

- Remove one completed unit from the storage bin.
- Open the box, take out the order form, and discard.
- Turn the box over and drop the items onto the table.
- Turn the box over again and remove the inserts from the slots. Place the inserts in the appropriate small single-compartment bin.
- Close the box and place it in the storage bin to the left with the tab facing out.
- Place the items on the table in the correct bin compartments.
- Repeat the preceding steps for the remaining boxes.

Norms: (Basic Cards)

Per unit – 13 seconds
Per task (32 units) – 7 minutes

Quality Criteria

All the items must be removed from the boxes and placed in the correct bin compartments. All the boxes must be placed in the storage container, correctly positioned.