

ASSEMBLY LINE BALANCE SHEET TEMPLATE

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NaviFloor Robotics, Inc.

Document Version: 1.2

Effective Date: January 11, 2024

1. PURPOSE AND SCOPE

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- 1. This Assembly Line Balance Sheet Template (the "Template") establishes

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2. This Template applies to all assembly lines at Company facilities engaged

2. DEFINITIONS

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1. "Cycle Time" refers to the time interval between the completion of two co

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2. "Takt Time" means the maximum time allowed to produce one unit to mee

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3. "Work Element" means an individual task or operation within the assembl

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4. "Station Load" refers to the total work content assigned to a specific work

3. ASSEMBLY LINE METRICS

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1. Required Information

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Line Designation

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Product Model Number

-

Shift Information

-

Date and Time

-

Supervisor Name

- - 3 -

Quality Control Inspector

-

Production Target

-

Actual Output

-

2. Time Measurements (in seconds)

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Planned Production Time

-

Available Operating Time

-

Scheduled Breaks

- - 4 -

Maintenance Windows

-

Setup and Changeover Time

4. WORKSTATION DOCUMENTATION

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1. Each workstation shall document:

a) Station Number

b) Operation Description

c) Standard Work Time

d) Actual Work Time

e) Variance Analysis

f) Equipment Utilization

g) Quality Metrics

h) Component Inventory Levels

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2. Specialized Measurements for AMR Assembly:

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LiDAR Calibration Time

-

Navigation System Programming

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Motor Assembly Verification

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Sensor Integration Testing

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Software Upload Duration

5. BALANCE CALCULATION REQUIREMENTS

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1. Line Balance Ratio = (Sum of Station Times / (Number of Workstations ×

-

2. Required Balance Sheet Components:

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Work Element Breakdown

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Precedence Requirements

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Time Study Data

- - 7 -

Resource Allocation

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Capacity Utilization

-

Buffer Management

-

Quality Control Points

6. PERFORMANCE TRACKING

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1. Efficiency Metrics

-

Line Efficiency

- - 8 -

Balance Delay

-

Production Rate

-

First Pass Yield

-

Defect Rate

-

Resource Utilization

-

2. Documentation Requirements:

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Hourly Output Tracking

- - 9 -

Downtime Recording

-

Quality Incidents

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Material Shortages

-

Technical Issues

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Personnel Attendance

7. COMPLIANCE AND REPORTING

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1. The Assembly Line Balance Sheet must be:

- - 10 -

Completed at the start of each shift

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Updated hourly during production

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Reviewed by shift supervisor

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Archived for 3 years

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Available for audit purposes

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2. Required Approvals:

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Line Supervisor

- - 11 -

Quality Control

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Production Manager

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Operations Director

8. PROPRIETARY INFORMATION

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1. This Template and all related documentation contain confidential and prop

9. REVISION CONTROL

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1. Template Updates:

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Version Number

-

Revision Date

-

Change Description

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Approval Authority

-

Implementation Date

10. EXECUTION

IN WITNESS WHEREOF, this Template has been reviewed and approved b

undersigned authorized representatives of NaviFloor Robotics, Inc.

APPROVED BY:

Richard Torres

Chief Operating Officer

Date: _

Dr. Elena Kovacs

Chief Research Officer

Date: _

Quality Control Director

Date: _

11. DISCLAIMER

This Template is intended for internal use only and may be modified as required to meet production requirements and operational needs. The Company reserves the right to amend this Template at any time without prior notice.

