Operation Standards System Manual

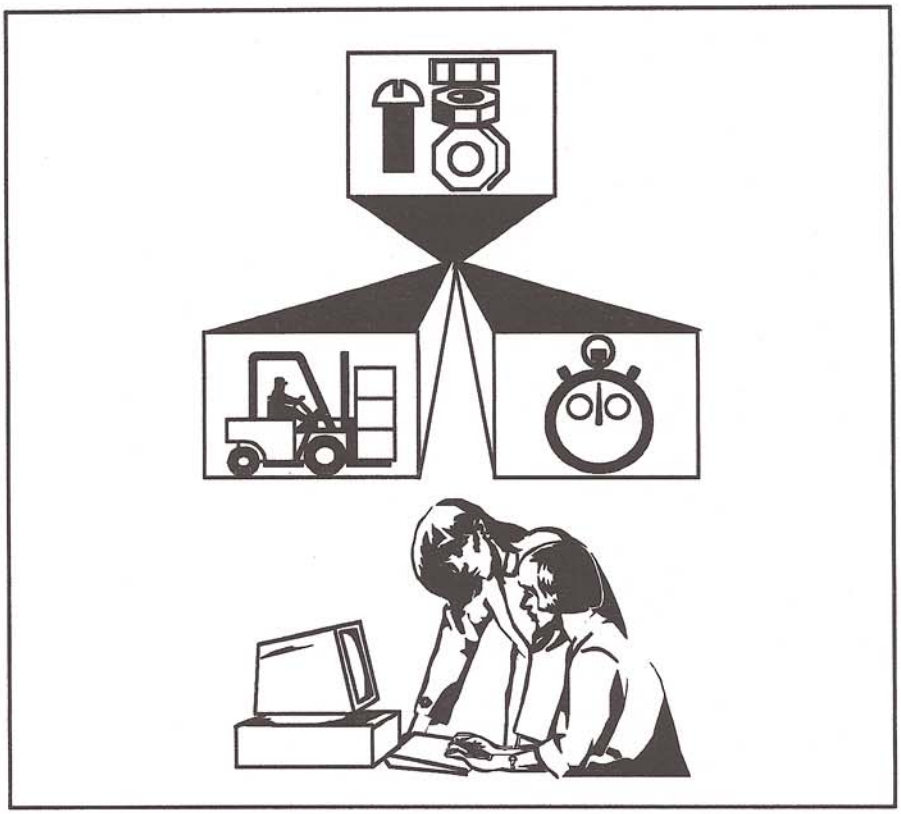
Audience	Assembly Process staff at Honda who have a thorough understanding of manufacturing processes.
Purpose	To describe procedures for maintaining, reviewing, and printing Operation Standards information using the Operation Standards system.
Production Notes	Text Interleaf Graphics Interleaf
Research	Discussion with the users and experimentation with the system.
Sample Information	This sample includes the title page, one contents page for one chapter: "Report Processing," the introductory pages and one section of the chapter: "Assembly Processes Without Times," and the Index. The page numbers of the chapter contents do not match those in the chapter because the sample pages were isolated from the manual before printing.

Honda of America Mfg., Inc.

Information Services Department

User's Manual

Operation Standards System



Marysville Auto Plant

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UE50-0005-00

Chapter Contents

This chapter describes the procedures for printing reports.

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Overview

The Operation Standards Report Selection menu consists of seven different report selections. Each selection allows you to print reports of operation standards. Print new reports each time you change information or at new model time.

The operation standards reports include

- Assembly Processes (without TIMES)
- Operation Standards Unit Sheets
- Line Process Layout
- Assembly Processes (with TIMES)
- Unassigned Process/Units
- Associate Process Responsibility
- Process Coverage (Absent/Late).

Process staff only prints Assembly Processes Without Times, Operation Standards Unit Sheets, Line Process Layout, and Assembly Processes With Times.

Below is a brief explanation of the last three reports on the Report Selection menu. Process staff does not print Unassigned Process Units, Associate Process Responsibility, or Process Coverage Absent/Late. For more information on these reports, contact an OSA representative.

Unassigned Process/Units

This function prints all of the unassigned units. Each process is a series of steps or units that make up a job performed by an associate or team member. The units that make up the process must be assigned to that process by process staff. Units that are set-up but not assigned to a particular process are "unassigned" units.

Associate Process Responsibility

This function prints a report of all the associates and their assigned jobs. If updated, the report lists associate name, associate number, and process responsibility by effective date.

Process Coverage Absent/Late

This function prints a report of all the associates who are late or absent. If updated, the report would include the team, process name, process number, line number, associate name, and associate number.

Accessing the Menu

The Operation Standards Report Selection menu is accessed from the Operation Standards Master Menu as shown in Figure 3.1 below. If you need to access the Operation Standards Master Menu, refer to Appendix A– System Access and Exit.

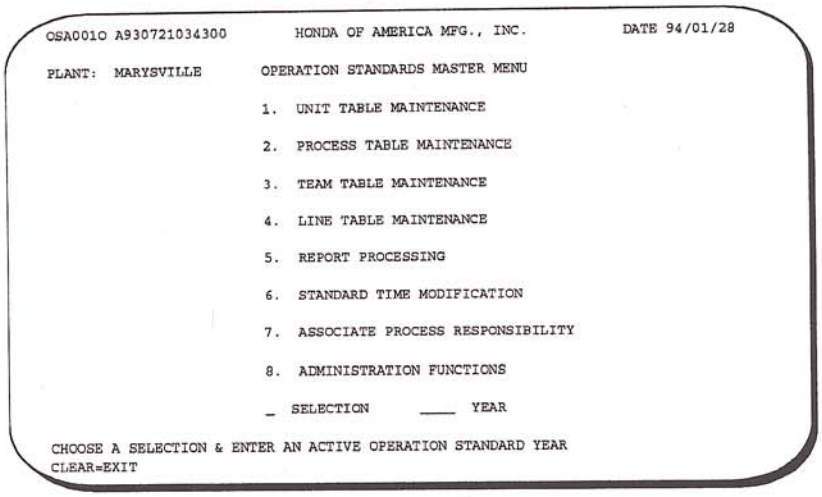

Figure 3.1 – Operation Standards Master Menu

To access the Operation Standards Report Selection menu, follow the steps below. The cursor advances to the next field after you type information in each field.

Step	Screen Display	Your Action
1	SELECTION	Type 5 for the Report Processing function.
2	YEAR	Type the model year and press **<Enter>**. **Example:** 1994

The Operation Standards Report Selection menu appears as shown in Figure 3.2 on the next page.

Continued on the next page

Accessing the Menu (continued)

Figure 3.2 below shows the Operation Standards Report Selection menu.

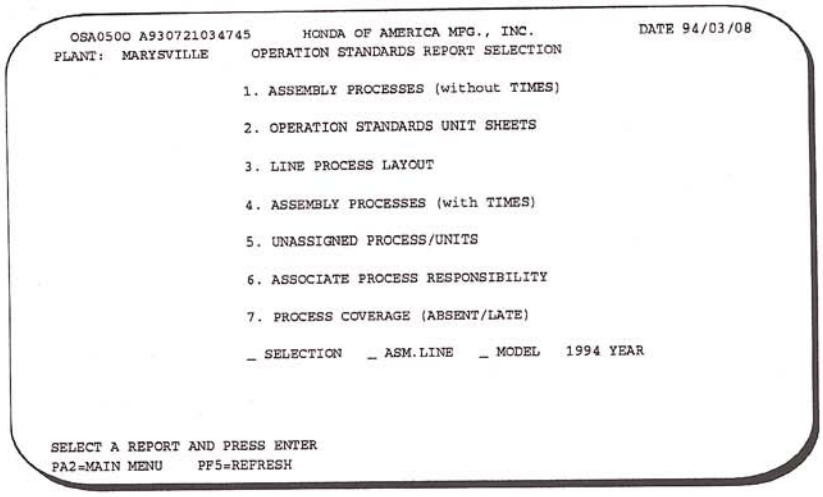

Figure 3.2 – Operation Standards Report Selection menu

✏**Note:** The YEAR field defaults to the year you entered in the YEAR field on the Operation Standards Master Menu on the previous page.

Step	Screen Display	Your Action
3	Operation Standards Report Selection menu	Choose a report to print and refer to the appropriate section listed below.
	If you want to access...	**then...**
	ASSEMBLY PROCESSES (without TIMES),	refer to "Assembly Processes Without Times" on page 1 – 5.
	OPERATION STANDARDS UNIT SHEETS,	refer to "Operation Standards Unit Sheets" on page 1 – 9.
	LINE PROCESS LAYOUT,	refer to "Line Process Layout" on page 1 – 13.
	ASSEMBLY PROCESSES (with TIMES),	refer to "Assembly Processes With Times" on page 1 – 17.

Assembly Processes Without Times

Overview

The Assembly Processes Without Times report consists of descriptions for entire processes performed by associates.

The Assembly Processes Without Times option is accessed from the Operation Standards Report Selection menu shown in Figure 3.3 below. If you need to access the Operation Standards Report Selection menu, refer to "Accessing the Menu" on page 1 – 3.

Accessing the Screen

```
OSA0500 A930721034745      HONDA OF AMERICA MFG., INC.          DATE 94/03/08
PLANT:  MARYSVILLE     OPERATION STANDARDS REPORT SELECTION

                    1. ASSEMBLY PROCESSES (without TIMES)

                    2. OPERATION STANDARDS UNIT SHEETS

                    3. LINE PROCESS LAYOUT

                    4. ASSEMBLY PROCESSES (with TIMES)

                    5. UNASSIGNED PROCESS/UNITS

                    6. ASSOCIATE PROCESS RESPONSIBILITY

                    7. PROCESS COVERAGE (ABSENT/LATE)

                    _ SELECTION   _ ASM.LINE   _ MODEL   1994 YEAR



SELECT A REPORT AND PRESS ENTER
PA2=MAIN MENU     PF5=REFRESH
```

Figure 3.3 – Operation Standards Report Selection menu

To access the Operation Standards Processes screen, follow the steps below. The cursor advances to the next field after you type information in each field.

Step	Screen Display	Your Action
1	SELECTION	Type 1 for the ASSEMBLY PROCESSES (without TIMES) function.
2	ASM.LINE	Type the assembly line number. **Example:** 2
3	MODEL	Type the model number. **Example:** 1
4	YEAR	Type the model year and press **<Enter>**. **Example:** 1994
	Note: The YEAR field defaults to the year you entered in the YEAR field on the Operation Standards Master Menu on page 1 – 3.	

The Operation Standards Processes screen appears as shown in Figure 3.4 on page 1 – 6.

Assembly Processes Without Times

Using the Screen

The Operation Standards Processes screen is shown in Figure 3.4 below.

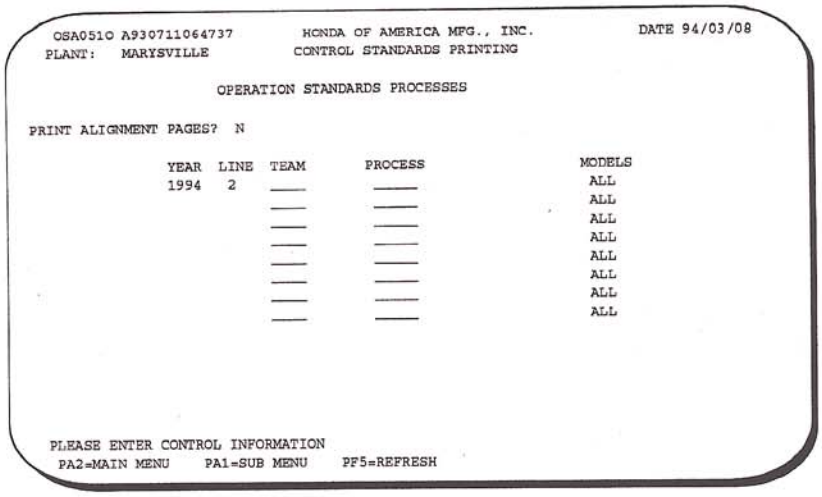

Figure 3.4 – Operation Standards Processes screen

To print information, follow the steps below. The cursor is located in the PRINT ALIGNMENT PAGES? field and advances to the next field after you type information in each field.

Step	Screen Display	Your Action
1	PRINT ALIGNMENT PAGES?	Type Y if you want to align the pages before you print
	✏**Note:** This field defaults to N. Press **<Tab>** or →| to advance the cursor to the next field if you do not want to align the pages.	
2	TEAM	Type the team for which you want a report.
3	PROCESS	Type the process for which you want a report.

Continued on the next page

Using the Screen (continued)

Step	Screen Display	Your Action
4 Optional	MODELS	Type the model for which you want a report.
	✏**Note:** The MODELS field is automatically set to ALL.	
5 Optional	Operation Standards Processes screen	Repeat Steps 2 through 4 until you have typed all information.
6	A completed Operation Standards Processes screen	Press **<Enter>**.
7	VERIFY CONTROL DATA THEN PRESS PF9 TO CONTINUE REPORT	Review the data and perform the appropriate action below.
	If you want to...	**then...**
	continue with printing the report,	press **<PF9>**. Continue with Step 8 on the next page.
	change information for the report,	press **<PF5>** and refer to Step 1 on the previous page.
	exit the Operation Standards Processes screen without printing the report,	press **<PA1>**.

Continued on the next page

Assembly Processes Without Times

Using the Screen (continued)

The Printer Selection and Submittal screen appears with the message PLACE AN "X" BY YOUR DESIRED PRINTER as shown in Figure 3.5 below.

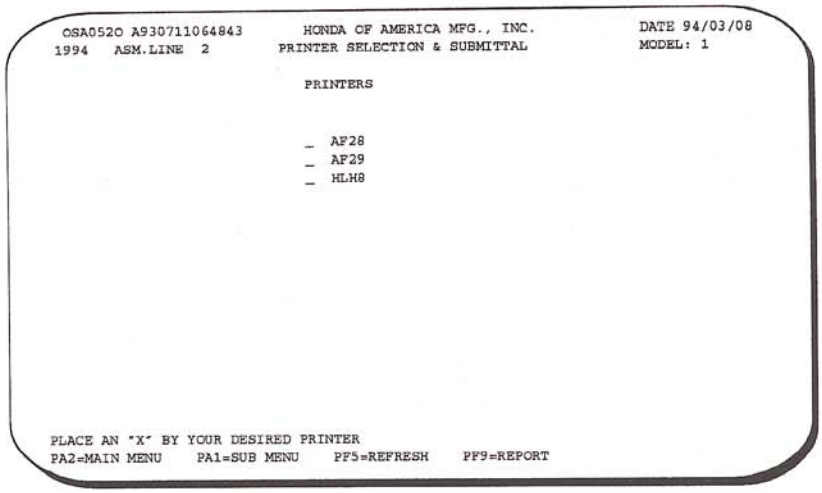

Figure 3.5 – Printer Selection and Submittal screen

To select a printer and print the report, follow the steps below.

Step	Screen Display	Your Action
8	PRINTER	Press **<Tab>** or →| to move the cursor to the line next to your desired printer.
9	same	Type X.
10	same	Press **<Enter>**.
11	YOU HAVE CHOSEN PRINTER – XXXX PRESS PF9 TO PRINT REPORT	Press **<PF9>**.
12	PRINT PROGRAM SUCCESSFULLY SUBMITTED AND WILL PRINT ON PRINTER-XXXX	Press **<PA1>** to return to the Operation Standards Report Selection Menu.

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