

**Form 5**

Instructions: Fill out new procedure steps

Standardized Work/Procedure Title:	Date: Version: 1.0
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Purpose:	
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Task #	Major Step	Details	Purpose	Task Time
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Cycle Time (enter observed cycle time or sum of task times):				

## Standardized Work Signature Sheet

I have read and agree to follow the above referenced Standardized Work. I understand that this is the “current best thinking” of how to do the tasks. If I have ideas on how this work can be improved, I am encouraged and expected to make suggestions directly to my supervisor or I can make a recommendation at a team meeting.

Staff Signatures/Date:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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29. \_\_\_\_\_

30. \_\_\_\_\_