Brief Contents

1

	Preface x
1	Methods, Standards, and Work Design: Introduction
2	Problem-Solving Tools 21
3	Operation Analysis 73
4	Manual Work Design 129
5	Workplace, Equipment, and Tool Design 181
6	Work Environment Design 235
7	Design of Cognitive Work 279
8	Workplace and Systems Safety 325
9	Proposed Method Implementation 379
10	Time Study 415
11	Performance Rating and Allowances 449
12	Standard Data and Formulas 485
13	Predetermined Time Systems 507
14	Work Sampling 555
15	Indirect and Expense Labor Standards 585
16	Standards Follow-up and Uses 611
17	Wage Payment 637
18	Training and Other Management Practices 661
	Appendix 1: Glossary 691
	Appendix 2: Helpful Formulas 711
	Appendix 3: Special Tables 713
	Index 727