

1. In the Planning Section the following reports must be prepared by model and, therefore, require approximately the same time regardless of the quantity of production -
  - a) Input schedules.
  - b) Stores ledger (Requisitions, Receiving slips, Inspection reports, A.P.V.s, etc.)
  - c) Production Order typing
  - d) Daily Production (1) Sort-count-record  
(2) Report to Bridgeport  
(3) Type
  - e) Stock and Order Report
  - f) Arms Comparison Report
  - g) Monthly Report Forecast vs. Actual Production

The man-hours required to include these models in the above report is estimated to be approximately 420 per year or 2 1/2 man months. This requirement is considerably higher per unit than exists on other models with higher volume.

2. In the Methods & Standards Section, it is necessary to maintain incentive standards and standard cost standards. The time required on these three models is estimated to be approximately 1250 man-hours per year, or 7 man months. There are 195 incentive standards to be maintained and 262 operations on which standard cost standards must be maintained.
3. In Process Engineering and Control there are 35 separate model drawings and 800 process records, which must be maintained, which is estimated to require 160 man hours per year or 1 man month.
4. In the Accounting Section many records are maintained by models, which result in approximately 75 man hours per year or 1/2 man month.
5. There are approximately 40 parts which are maintained specifically for these models. These result in the following inventory value:

Raw Materials Stores	\$ 6,100
Work in Process	11,500
Finishes Goods	7,700