Production Rate Recording Form

Name: _____ Month: _____

Task: _____ Standard: _____

Date	Time Begin Task	Time End Task	Total Time	Units Completed	% of Standard

Standard is the average number of units completed by co-workers performing the same task within a specified time period, or the standard can be the length of time that it takes the co-workers to complete the job duty.

Calculate standard by 1.) dividing the number of units that the customer completes in the time period by the company standard or 2.) dividing the company standard (length of time to complete the job duty) by the length of time it takes the customer to complete the duty to arrive at the customer's production rate.

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