

### **Examine the Facts Recorded**

This is the critical examination of the recorded facts, in other words, the key to the exercise. Generally, jobs can be broken down into three main parts.

- Setting up
- Doing the job
- Putting away

A careful examination of these facts should lead to alternative methods, because the practitioner questions every step in order that he can:

- Eliminate
- Combine
- Rearrange
- Simplify

To achieve this he asks the following questions:

- What is done? When?
- Why is it done? Where?
- What else may be done?
- What should be done?
- Who does it? Should he?

Thus each activity is exposed to close scrutiny in order to justify its inclusion in the process.

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