

CONTENTS

1. INTRODUCTION 5

2. THEORETICAL BASIS 8

 2.1. ORGANIZATIONAL TECHNIQUES AND METHODS 8

 2.1.1. Major trends and theories of organization and management 8

 2.1.2. The notion of methods and techniques – an organizational method 17

 2.2. WORKING TIME MANAGEMENT 19

 2.2.1. Sources of contemporary research methodology of work processes 19

 2.2.2. Typology of methods of organizational problems solving 23

 2.2.3. Methods of reducing working time loss 31

 2.2.4. SMED methodology of reducing non-productive time of machine retooling 39

3. FIELD RESEARCH 44

 3.1. IDENTIFICATION OF FORMS OF PRODUCTION IN AN ANALYZED COMPANY 44

 3.1.1. The typology of forms of production organization 44

 3.1.2. An analysis of the studied production process 48

 3.2. ANALYSIS OF WORKING TIME LOSSES IN LINEAR PRODUCTION SYSTEMS 56

 3.2.1. Identification and types of losses 56

 3.2.2. Models of verification of incorrect records in operators’ cards 62

 3.3. THE ISSUE OF REPRESENTATIVENESS 67

 3.4. THE MAIN CAUSES OF WORKING TIME LOSSES 75

4. METHODOLOGICAL AND PRACTICAL IMPLICATIONS 78

 4.1. THE BLOCK DIAGRAM OF WORKING TIME LOSSES’ RESEARCH METHODOLOGY 78

 4.2. METHODS OF INTELLIGENT IDENTIFICATION OF THE CAUSES OF LOSSES 83

 4.3. RESTRUCTURING MODELS OF FORMS OF PRODUCT’S TRANSPORT BATCH COURSE 89

5. CONCLUSIONS AND PERSPECTIVES 97

BIBLIOGRAPHY 99

STRESZCZENIE 105

LIST OF FIGURES 107

LIST OF TABLES 109