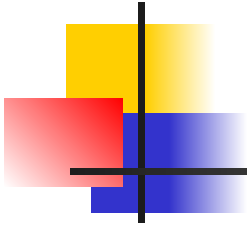




NORMATIVE MATERIALS



-
- I. The essence and variety of normative materials
 - II. The basic requirements to the normative materials



I. The essence and variety of normative materials

Normative materials for the labor normalization is a regulated values of operation modes of equipment and labor expenditure, time for breaks in work, designed according to different production factors and intended for repeated use while establishing the specific norms of labor expenditures in relation to specific organizational and technical conditions.

Normative materials developed on the basis of complex researches carried out on a leading enterprises, and consequently their introduction at other enterprises ensures the distribution of more advanced organizational and technical conditions of production.



According to the centrally developed standards technically valid norms are calculated.

They are the basis for implementation of the most productive modes of operation of the equipment, improve the organizational and technical conditions of production and labor processes. Application of standards for the labor normalization ensures the unity of labor norms for similar works performed by different departments (sections) of the enterprise. In addition, establishment of norms, based on existing standards significantly reduces the volume of work on labor normalization.

Classification of normative materials



1. According to the **degree of differentiation**:
 - **Differentiated standards**:
 - **microelement** (provide a time to perform a separate movements or complex of movements);
 - **element** (provide a regulated values to perform a techniques or complex of techniques);
 - **Enlarged standards** (regulate a time for execution a complexes of techniques, and is applied to calculate norms in terms of serial and single production. Their use accelerates the calculation of norms and reduces the risk of mistakes in calculations, but at the same time, reduces the accuracy of norms in comparison with the differentiated standards)



2. According to **the scope of application:**

- **Intersectoral** (intended for labor normalization of typical works executed at enterprises of different industries);
- **Sectoral** (have a more narrow direction and are intended for a normalization of works that are specific for a particular industry. While their development, researches at companies of the same industry are carried out, so these standards reflect the typical works for the industry, organizational and technical conditions of their implementation);
- **Local** (developed directly within enterprises to those kinds of works which are specific to the company and are not included in the intersectoral and sectoral standards)



3. According to **the appointment:**

- **Standards of operation modes of the equipment** (regulated parameters of the equipment work to ensure its most effective use. They are used to calculate the length of the main (technological) time);
- **Standards of time;**
- **Standards of labor service;**
- **Standards of number of employees.**



II. The basic requirements to the normative materials:

- be progressive;
- be comprehensive and reasonable;
- be accurate;
- more fully cover the most common variants of organizational and technical conditions of the work;
- be comfortable to use;
- be regularly reviewed.