



**INSTITUT TEKNOLOGI MARA**  
MARA INSTITUTE OF TECHNOLOGY

Tarikh

Surat Tuan

Surat Kam

---

Shah Alam, Selangor, Malaysia Tel: 362311 3 362721 6

LAPORAN PROJECT TAHUN AKHIR

KURSUS DIPLOMA LANJUTAN KEJURUTERAAN AWAM

KAJIAN KEJURUTERAAN, I.T.M, SHAH ALAM

WORK STUDY

IN BUILDING OPERATIONS

BY

KAMAL BASHA MOHD. HANIFFA

OCTOBER 1982

## ABSTRACT

Time Standards for operations or jobs are essential for construction scheduling , wage incentives, cost control and budgeting, comparison of work methods, etc.

Direct Time Study, which is the conventional stopwatch technique was used in this project. It requires the job to be timed to be broken down into its constituent elements which are each timed for a sufficient number of occasions. Since the objective of the project was to determine the time required by a qualified worker using a given method at a defined level of performance, it was necessary, whilst timing, to assess the rate of the operator's performance so that the observed time can be converted to Standard time. The addition of allowances was necessary in order to provide time to compensate for contingencies, delays etc.

## ACKNOWLEDGEMENT

I take this opportunity to convey my gratitude and heart felt thanks to the Project Supervisor, Mr. C.M.M. Aboobucker for his patience, encouragement and the interest shown towards this project.

The following Engineers need to be mentioned for their permission to enter the construction site for data collection. Besides permission they were also helpful in enlightening problems faced at the construction site.

- 1) Ir. Mohd Sabki Razali (PKNS Shah Alam)
  - 2) Ir. A.Y. Lee
  - 3) Ir. H.S. Lee
- } Ng Sheng Swee General  
Construction Sdn. Bhd.

Kamal Basha Mohd. Haniffa

29th. October, 1982

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## 1.0 INTRODUCTION

Work study is the systematic analysis of all facets of a job with the object of so arranging it that maximum efficiency is obtained from labour, plant, equipment, materials and supervision. It achieves this by detailed examination and recording of all the various aspects of the job, so that all relevant information can be brought to light and presented to management to enable them to make the right decisions instead of using intuitive guess work.

The human aspect is the most important part of work study, both on site and at higher management level and the subject consist just as much of human relations as it does of techniques.

### 1.1 AIM OF WORK STUDY

The aim of Work Study is to improve human performance by utilising management techniques particularly method study and work measurement.

The key to material prosperity is the early realization for the need to improve performance level. This can be achieved by the following ways:

- a) by inventing, developing and using improved machines.
- b) by management and motivation i.e. by people accepting the need for higher performance and by providing the right leadership.
- c) by management techniques. A management technique is a formal series of steps which requires training and expertise to follow and which is likely to result in the solution of a management problem.