

Keeping records in manufacturing

You will need to keep accurate records of times and dates for a number of tasks including recording shifts, machine downtime, and safety checks.

Date (dd/mm/yy) 05/04/10			
Start downtime	End downtime	Actual downtime (mins)	Reason/comments
14.42	16.33	111 minutes	Motor failure

Recording times using the 24 hour clock

12 hour clock - the day is split into the morning (am) and afternoon (pm)

24 hour clock - the time is shown as how many hours and minutes since midnight.

7.00 am and 07.00 both mean seven in the morning.

7.00 pm and 19.00 both mean seven in the evening.

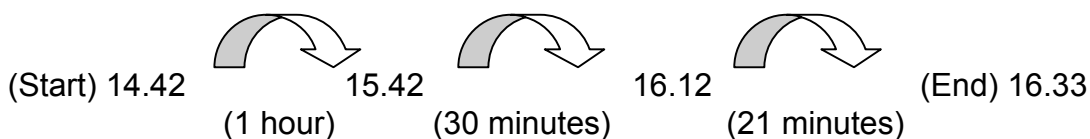


Tip: a quick way to change 'pm' times to 24 hour clock times is to add on 12 hours.

12 hour clock	8 am	10 am	12 noon	2 pm	4 pm	6 pm	8 pm	10 pm	12 midnight
24 hour clock	08.00	10.00	12.00	14.00	16.00	18.00	20.00	22.00	00.00

Calculating differences between times in minutes

Step 1: calculate how much time has passed by counting the hours and minutes from the start time to the end time.



Step 2: convert the hours into minutes. 1 hour 51 minutes = 60 minutes + 51 minutes = 111 minutes.

Recording dates: look out for instructions about specific formats when writing dates, as these can vary.

In the example **dd/mm/yy** requires you to write **day/month/year** using 2 digits for each value.

26 October 2011

26/10/11

4 January 2011

04/01/11