

Process observed	Observer / date	Start event
Stop event	Parent unit	Child unit (if any)
Clock convention / time unit	Clock origin	Time zone (absolute clock)

Use one clock throughout: elapsed time from a stated origin, or absolute date/times with a time zone. Record one pass through an activity per row, including corrections. Keep participant explanations separate from direct observation. Repeat this page for more records; calculate durations on the Timing Calculation Sheet afterward.

Parent ID: Child ID: Activity: Pass:

Queue entry	Setup start	Work start	Work end
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Role / resource: Rework?
Variant / trigger: Factual notes:

Parent ID: Child ID: Activity: Pass:

Queue entry	Setup start	Work start	Work end
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