

Standard Operating Procedure

Title: Scheduling Production Lines

Related Documents

Form-235	Monthly Production Schedule Form
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EHS Statement

This is a [documentation procedure](#) and there is no EHS impact.

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Procedure

1. Cycle Overview

- 1.1. The process commences with the previously agreed 12 months schedule being used for the weekly cycle of batch order release and schedule meetings.
- 1.2. By the middle of the month the previously agreed 12-month rolling plan (beginning of the year) is used to prepare a detailed schedule for the up coming month. Any batch orders (BPN) in the current month that will not be completed due to any reason(s) (ie. Quality, process issues, machine constraints, engineering work, component availability, etc) is rescheduled out into the upcoming month or appropriate date. Customers affected are notified of possible delays. Any [preventative maintenance](#) (PM), [calibration](#) and project work is fine-tuned in the up coming month. The proposed schedule is published and reviewed by production with comments and actions agreed.
- 1.3. In the Monthly Capacity Meeting review the monthly schedules. In the meeting, the Production Managers “sign-off” on the plan for the upcoming month. Monthly performance measures are also reviewed. At the end of the month, the reasons for any missed customer service are reviewed and new ship dates are issued to the customers.
- 1.4. The Planner creates all Batch Production Numbers (BPN) for a rolling 5 – 7 workday forward view.
- 1.5. The Production managers release all BPNs as created by the Planner.
- 1.6. Listed below is process flow for the Monthly Cycle.

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3. Cycle Detail

- 3.1. The process commences with the previously agreed weekly schedule being used for batch order creation by the Planner.
- 3.2. By the middle of the week, new process orders are created that cover the next 5 to 7 working days. Actual production for the week is reviewed and an estimation of the week ending position is made with production during the Weekly Schedule Meetings.
- 3.3. The Weekly Schedule Meetings is held. At this meeting the next week's work is reviewed (ie. all released BPN) and the actual weekly performance is reviewed. Actions are agreed to support production in achieving the coming weeks schedule with the longer-term objective of meeting the monthly plan target output.

4. Performance Measures

4.1. WEEKLY Output to Plan (OTP)

The signed-off monthly plan forms the basis for the Weekly Output to Plan measure. To be regarded as a "hit" a batch must be completed within the given week, with a yield meeting the target for the process.

5. Summary of Changes

Version #	Revision History
MAN-090	New

End of Procedure