



*Standard Operation Procedure (SOP)
- overview*

Standard Operation Procedure (SOP)

Business process : Order fulfilment
 Sub – process : Production planning

Rev No :
 Date :

Objective (why) : To provide production planning to meet the customer requirement

Activity (What)	Person Responsible (Who)	Control Points (How)	References
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive monthly / weekly requirements</div> <div style="text-align: center;">↓</div>	<ul style="list-style-type: none"> ➤ Production planner 	<ul style="list-style-type: none"> ➤ Customer forecast ➤ Internal forecast 	<ul style="list-style-type: none"> ➤ Policy plan
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Run MRP</div> <div style="text-align: center;">↓</div>	<ul style="list-style-type: none"> ➤ Production planner 	<ul style="list-style-type: none"> ➤ Pipe line FG Stock ➤ Back logs 	<ul style="list-style-type: none"> ➤ Master data
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive product – wise monthly requirement and weekly production schedule</div> <div style="text-align: center;">↓</div>	<ul style="list-style-type: none"> ➤ In charge - production 	<ul style="list-style-type: none"> ➤ Set up time ➤ Batch quantity ➤ Minimum order quantity 	<ul style="list-style-type: none"> ➤ Bill of material
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Translate requirements to part - wise schedule and communicate to suppliers</div> <div style="text-align: center;">↓</div>	<ul style="list-style-type: none"> ➤ Buyer 	<ul style="list-style-type: none"> ➤ Economic Order Quantity (EOQ) ➤ Lead time for delivery ➤ Share of business 	<ul style="list-style-type: none"> ➤ Share of business
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Translate requirements to part - wise schedule and communicate to suppliers</div> <div style="text-align: center;">↓</div>	<ul style="list-style-type: none"> ➤ Production team 	<ul style="list-style-type: none"> ➤ Hit ratio ➤ work-in-progress ➤ Loss analysis ➤ Hourly PDCA 	<ul style="list-style-type: none"> ➤ Visual control charts
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <div style="text-align: center;"> Gap in performance ? </div> </div> <div style="text-align: center;">↓</div>	<ul style="list-style-type: none"> ➤ Production planner 	<ul style="list-style-type: none"> ➤ QC story approach ➤ Fact based analysis 	<ul style="list-style-type: none"> ➤ QC story methodology
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Analyse</div> <div style="text-align: center;">↓</div> <p>Prepared</p>	<p>Verified by</p>	<p>Authorized by</p>	



SOPs into Video Form

About it

We can support you by providing your Standard Operating Procedures (SOPs) of Assembly / Manufacturing processes into Video form in an innovative way .

OBJECTIVES

- *Providing a very good process standardization*
- *Providing very clear purpose for each process*
- *Enhancing the confidence level of the employees*

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