My Factory

Daily Operating Report

Date:

	No	Description	UOM	Line 1	Line 2	Line 3	Daily Total (06Wk50.1 Mon)	Calculation	Coments
-	No	Report Item Category : 1.							The calculations refer to the line numbers as indicated in the first column
	1	Planned Production (Units)	No	1000	450	1000	**2450**		The standard unit is usually cases planned/packedi
	2	Actual Production (Units)	No	1200	430	895	**2525**		
	3	Variance (Units)	No	200	-20	-105	**75**	2 - 1	The variance is actual production less the planned production
	4	Planned Production	Kg	15000	9900	14000	**38900**		Planned Production shown in Kilograms
	5	Actual Production	Kg	18000	9460	12530	**39990**		
	6	Variance	Kg	3000	-440	-1470	**1090**	5 - 4	The variance is actual production less the planned production
	7	Production Inputs	Kg	19000	10000	15000	**44000**		The mass of raw materials used.
	8	Actual Number of Change-overs	No	3	4	3	**10**		The number of change-overs that took place during a production shift - complexity
	9	WIP	Kg	234	100	0	**334**		The amount of work in progress at the end of the shift/day
	10	Yield	%	95%	95%	84%	**91%**	5/7	The ratio of output versus input
	11	Is Production Line Shift Count	No	2	1	1	**4**		The shift count indicates the number of actual production shifts
-		Report Item Category : 2. Waste							Waste Management is of utmost importance. Waste costs money
	12	Rework	Kg	88	100	123	**311**		The amount of waste or other material reworked into good product. If there is dough rework, for instance, and this is sent back to the mixing section, the mixing section must account for this rework.
	13	Waste: Cooking/Baking	Kg	221	50		**271**		There are a number of waste categories that are typical to your factory
	14	Waste: Floor Waste	Kg	221	2		**223**		Floor waste
	15	Waste: Date Coding	Kg						Waste caused by the datecoder being faulty
	16	Waste: QC Rejects	Kg						Waste due to Quality Control rejects
	17	Waste: Samples	Kg	10	14	22	**46**		
	18	Waste: Short/Offcuts	Kg						
	19	Waste: Stock Rotation	Kg						Waste caused by poor stock rotation
	20	Waste: Other	Kg			2			Unspecified waste
	21	Waste: Total	kg	452	66	24	**540**	Sum (13 - 20)	The sum of all the waste and reqork generated. Only own section's rework.
	22	Giveaway	Kg	23	44	54	**121**		The mass of product that exceeds the standard packet weight.
	23	Packaging Waste: Cases	Kg	2.2			**2.2**		The mass of cases damaged, this could also be reflected in quantity
	24	Packaging Waste: Cartons	Kg		1.8		**1.8**		The mass of cartons damaged, this could also be reflected in quantity
	25	Packaging Waste: Film	Kg			1.6	**1.6**		The mass of film wasted
-		Report Item Category : 3. Waste Recovery							
	26	Waste Recovery: Sold Off	Kg						Waste is recouvered in many ways. The waste could be sold off at a nominal price
	27	Waste Recovery: Staff Shop	Kg						
	28	Waste Recovery: Canteen	Kg	22	12	16	**50**		
	29	Waste Recovery: Other	Kg						
-		Report Item Category : 4.							Efficiencies reflect the performance of the factory

	30	Master Production Schedule (MPS)	%	88%	95%	78%	**89%**		See MPS detailed description. MPS - Master Production Schedule. MPS % denotes the compliance to the original production plan
	31	MPS Absolute Deviation	%	95%	97%	85%	**92%**		See detailed description. Absolute deviation combines the "unders" and "overs" as a percentage of plan
	32	Efficiency (Plan vs. Actual)	%	120%	96%	90%	**103%**	2/1	The percentage of the plan met in units not taking SKU variances into
	33	Percentage Waste	%	3%	1%	0%	**1%**	21/5	Waste generated as a percentage of actual production
	34	Percentage Giveaway	%	0.1%	2%	6%	**2%**	22/5	Giveaway as a percentage of product packed
	35	Percentage Rework	%	0%	1%	1%	**0.8%**	12/5	The quantity of product than had to be reworked
	36	Weight/Manhour (Standard)	Kg/MH	100	105	114	**105**	5/83	Kilograms per manhour indicates the productivity of the workforce. 'Standard' is the standard that the organisation sets itself.
	37	Weight/Manhour (Target)	Kg/MH	38	85	85	**70**		Kilograms per manhour indicates the productivity of the workforce. 'Target' is the where the organisation is working towards to achieve the actual standard that has
	38	Weight/Manhour (Actual)	Kg/MH	76.9	80.9	87.6	**81.0**	5/84	
	39	Manhours / 1000 Kg	Ratio	13.0	12.4	11.4	**12.4**	84/5/1000	The inverse of "kgs/manhour" is manhours/ton. The amount of Manhours (time) required to product a ton of product.
	40	Throughput Weight/Hour (Design Speed)	Kg/Hr	1500	1400	1800	**4700**	example 2000	The number of Kilograms per hour that the line is designed to produce. The slowest peice of equipment in the line is usually the deciding factor. The
	41	Throughput Weight/Hour (Standard)	Kg/Hr	1400	1400	1,700	**4500**	example 1800	The Standard throughput is what the line should product taking efficiency lossess into consideration. The standard is normally achievable when the line is running
	42	Throughput Weight/Hour (Target)	Kg/Hr	1300	1350	1600	**4250**	example 1700	The target throughput is the lower level of achievement.The target is what the line should achieve at all times. The target and the standard form the tramlines which is the ideal spectrum that should be worked in
	43	Throughput Weight/Operating Hour (Actual)	Kg/Hr	1152	1361	1515	**4028**	5/90 for lines and Sum of line throughput for factory	Throughput per actual operating hour. The line throughput is the number of kilograms that the line actually produced oer hour while it was operating. The total factory throughput is the sum of all the lines.
	44	Productivity (Throughput)	%	89%	101%	95%	**95%**	43/42	Throughput productivity is the ratio of 'actual' throughput vs. 'target' throughput
	45	Availability (Equipment Usage)	%	94%	93%	92%	**94%**	(51- 91)/51	Availability (equipment) is the percentage time available after maintenance/engineering downtime is taken into consideration.
	46	Utilisation (Production Usage) (PE)	%	92%	83%	82%	**87%**	(51 - 70)/(51-91)	Utilisation (Production Usage) is how the line was used in the time available to production. Often known as Plant Efficiency (PE)
	47	Operational Efficiency (OE)	%	87%	77%	75%	**81%**	(51 - 70)/(51)	Operational efficiency is a function of availability and utilisation. Operational efficiency is the percentage of time the line operated taking all downtime into
	48	Overall Equipment Effectiveness (OEE)	%	75%	77%	71%	**76%**	47x44x93	OEE - Overall Equipment Effectiveness measures the effectiveness of equipment/ a production line accreoos three areas. Thes are throughput rate to standard, Time utilisation and percentage good product.
	49	Absenteeism: Planned	%	7%	0%	0%	**3%**	94/(74 + 94 + 95)	Planned absenteeism is percentage of permanents that are absent due to leave,
	50	Absenteeism: Unplanned	%	21%	0%	31%	**18%**	95/(74 + 94 + 95)	Unplanned absenteeism is the percentage og AWOP's. Absent without leave.
-		Report Item Category : 5.							
	51	Hours Planned	Hr	18	9	11	**38**		Hours planned for the shift / day according to the report requirements
	52	Downtime: Logistics - No Raw Material	Hr						Logistics downtime cause
	53	Downtime: HR - Labour	Hr	1.12	1.08	0.58	**2.78**		HR downtime cause
	54	Downtime: HR - Breaks	Hr						

	55	Downtime: Logistics - No Packing Material	Hr						
	56	Downtime: QA - QC Trials	Hr						Quality downtime cause
	57	Downtime: Maintenance - Services (Water, Electricity etc.)	Hr		0.17				Maintenance downtime cause
	58	Downtime: Production - Change	Hr			0.39	0.39		Production downtime cause
	59	Downtime: Maintenance - Breakdown Mechanical &	Hr						
	60	Downtime: Maintenance -	Hr	1	0.5	0.7	2.2		
	61	Downtime: Production - Start-up	Hr	0.25			0.25		
	62	Downtime: Clean Jaw	Hr			0.17	0.17		
	63	Downtime: Clean Knife	Hr						
	64	Downtime: Date Code Tape	Hr				0		
	65	Downtime: Jaw Failure	Hr			0.17	0.17		
	66	Downtime: Cleaning	Hr						
	67	Downtime: Meetings	Hr						
	68	Downtime: Other	Hr		0.3	0.72	1.02		
	69	Downtime: Scale Calibration	Hr						
	70	Downtime Total	Hr	2.37	2.05	2.73	7.15	sum (52 to 69)	Total Downtime during the planned production Time
	71	Lost Time: Maintenance - Lost Time	Hr	2			2		Lost time is a measurement of time that a piece of equipment was down but did not stop the line, A packing machine on a line with 3 packing machines could cayse lost time even if the line was operating. Lost time could cause throughput
-		Report Item Category : 6.							
	72	Average Actual Labour (Total at	No	13	13	13	39	74 + 75 + 75a	Total labour at work - the number of permanents, casuals and contract workers at
	73	Average Standard Labour Count	MH	10	10	10	30		Labour requirements for the line according to predetermined standards
	74	Average Permanents	No	10	12	9	31		Number of permanents at work. NB! The number is an average if the report is for a week or month.
	75	Average Casuals	No	3	1	4	8		Number of casuals at work
	75a	Average Contract Workers	No				0		Number of contract workers at work.
	76	Average Absent AWOL	No	3		4	7		Absent without leave (AWOL)
	77	Average Leave	No				0		Permanents on planned leave
	78	Average Unavailable	No						Permanents that have worked their allowed number of hours for the week.
	79	Average Study Leave	No	1			1		Permanents on study leave
	80	Labour: Disciplinary							Number of disciplinary cases.
	81	Labour: Labour Overtime	No			10	10		Number of people on overtime
	82	Labour: Overtime	Hr	0	0	2	2		Number of overtime hours
-		Report Item Category : 7.							
	83	Standard Manhours	MH	180	90	110	380	51 x 83	Manhours planned according to labour standards. Manhours exclude unpaid lunch
	84	Man-hours	MH	234	117	143	494		At work manhours
	85	Permanents Manhours	MH	180	108	99	387		Permanent manhours
	86	Casuals Manhours	MH	54	9	44	107		Casual manhours
	87	Absent Manhours	MH	72	0	72	144		Absent manhours

	88	Overtime Manhours	MH			20		81 x 82	Overtime manhours
-		Report Item Category : 8.							
	89	Material Planned Performance	%						The percentage of packaging material that was supplied to the production line. Vs. actual requirements (plan)
		Additional info							
	90	Operating hours	hrs	15.63	6.95	8.27	**30.85**	51 - 70	Hours planned less total downtime
	91	Total Maintenance Downtime	hrs	1	0.67	0.87	**2.37**	sum(57, 59, 60, 65)	Sum of all the maintenance downtimes
	92	Total Product Produced	Kg	18452	9526	12554	**40530**	5 + 21	Total product produced is the sum of actual product and waste produced
	93	Percentage Good Product	%	98%	99%	100%	**99%**	5/92	Percentage good product is the quality leg of OEE and measures the quality rate
	94	Total planned Absent	No	1	0	0	**1**	77 + 79	Total number of people on leave - planned
	95	Total unplanned Absent	No	3	0	4	**7**	76	Total number of people on leave - unplanned
	96	Total absent	No	4	0	4	**8**	94 + 95	Total number of people absent
	97	Available Time	Hrs	24	24	24	**72**		Available time - the number of hours available per day. Available time excluses sundays and planned public holidays. The available time for a day is 24 hours
	98	Unscheduled time	hrs	6	15	13	34	97 - 51	Time that the plant has not been planned to operate. This only holds true for a