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1. PURPOSE:

Maximum utilization of available resources (man, machine, time)

1. SCOPE:

BUSINESS UNIT FLEXIBLE

1. RESPONSIBILITY:

The overall responsibility of this procedure lies with the BUM (Flexible). However Planning Manager BUF is responsible for the implementation of this procedure.

1. REFERENCES:

DESIGN CONTROL PROCEDURE **QSPPRP/7.3/01**

1. DEFINITIONS:

ISO : Internal Sales Order

BUF : Business Unit Flexible

SAP : ERP of company.

CDI : Cyrel Digital Imager

DRF : Development Request Form

1. PROCEDURE:

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| SR. No. | ACTIVITIES | RESPONSIBILITY |
| 6.1 | INTERNAL SALES ORDER (ISO) CONFIRMATION |  |
|  | Production Planning starts on the receipt of an order from Sales in the form of an ISO. ISO is entered in SAP screen YISO. Delivery date for repeat ISOs; is entered in SAP (ZISOCMD) the E-mail of the same is sent to all AMMs and sales officers which is generated automatically by SAP. For repeat with change or New ISO, date is committed on receipt of enclosures. Confirmation is made by considering following factors. | Liaison officer/Assistant Manager Planning  |
| 6.1.1 | Materials to be needed for this particular job and their availability.  | Assistant Manager Planning |
| 6.1.2 | Nature of job (Bags, Sleeves, Laminate or Film). This is important to work out lead time while keeping all machines busy  | -do- |
| 6.1.3 | Requested delivery date and machine availability | -do- |
| 6.1.4 | Process time involved. | -do- |
| 6.1.5 | Status of job: Repeat jobs are confirmed solely on the basis of material and the machine availability, process time and queue time while new jobs or jobs with some change are confirmed with reference of art work (Color Print) approval, SAP screen “ZPP1” (Ref. Design control Procedure **QSPPRP/7.3/01**  | -do- |
| 6.1.6 | ISO can be cancelled or amended before processing through revised copy of ISO and changes marked/highlighted | **AM Sales** /executive |
| 6.2 | CAPACITY BOOKING |  |
|  | Capacity booking position is available online in SAP “ZISOCMD. “ZISOCMD” is a display of current jobs in hand and the booking position of the orders on different workstations in the department. This is available to marketing & BUF Production. | Assistant Manager planning |
|  | EXECEPTION |  |
|  | Emergency orders / opportunity business / shade card orders/ development orders |  |
| 6.3 | JOB CARD |  |
| 6.3.1 | Next step in Production Planning is to issue a job card with required specifications of the product & operations involved to produce end product. Copies of job card are distributed to the Departments involved in execution of that job. | Planning Executive / Engineer |
| 6.3.2 | For repeat with change jobs, approved color print (duly signed by Customer / Sales Officer), signed check list or reference of last approved checklist and color references along with SAP material master numbers will be provided by prepress planning to BUF planning, all these enclosures will be submitted to reproduction Department and in parallel digital files will be transferred to reproduction by Art department (for Flexo conventional jobs verified negatives will be moved in place of digital files)  | 1. Manager Pre-PressPlanning 2. Assistant Manager Planning |
| 6.3.3 | For a new job prepress planning will provide signed checklist approved color print & references of color shades and correct ink codes (along with material Master Nos) to BUF planning. Parallel digital files will be transferred to reproduction (for Flexo conventional jobs verified negatives will be moved in place of digital files) . | 1. Manager Pre-PressPlanning  |
| 6.3.4 | For New or repeat with change roto jobs, roto proof will be shared with customer and if customer approves it job will go on press accordingly other wise either amended proof will be made or on line press approval will be arranged in accordance with customer comments on roto proof | 1. Manager Pre-PressPlanning 2. Assistant Manager Planning |
| 6.3.5 | In case of New or change of material jobs, Sales officer shares reference DRF number and SOP number will be got issued from R&D with reference of Approved DRF number or the reference of existing bulk supplies of the same combination for same product type on recommendation of customer/sales with responsibility of the customer, same is valid for RWS jobs  | **AM sales**/ R&D/Assistant Manager Planning |
| 6.3.6 | In case of new job and construction other than reel: approved blank sample will receive from Sales and development officer will share comments on ISO regarding clarity on construction, perforation, notch etc. Same clarity will be shared with production through job card along with blank sample | **AM Sales** / Development officer/ Assistant Manager Planning |
| 6.3.7 | Job card can be amended / cancelled through information before processing | Planning Executive |
| 6.4 | SPECIFICATIONS ON JOB CARD |  |
| 6.4.1 | Customer Name. Job Description. | Planning Executive |
| 6.4.2 | Job Quantity (Kgs, Reels, Bags, wrappers, sachet or Sleeves). | Do |
| 6.4.3 | Sold to address (can be advised later on): Job card pick this information from sales order |  **AM** Sales |
| 6.4.4 | Material to be used, its grammage, size, weight. | Planning Executive |
| 6.4.5 | Processes involved. | Do |
| 6.4.6 | Colours, their sequence and printing mode (direct or reverse).  | Do |
| 6.4.7 | Cylinder size and ups across the cylinder  | Do |
| 6.4.8 | Finished reel width inner core dia and outer reel size. In case of sleeves/bags their height and width is given. | Do |
| 6.4.9 | Nature of job (repeat, new or some change) and description of changes. | Do |
| 6.4.10 | Adhesives and their grammage; In case of lamination jobs | Do |
|  | EXEMPTIONS |  |
|  | Unprinted jobs / Internal Jobs / Development Jobs |  |
| 6.5 | MACHINE LOADING  |  |
| 6.5.1 | The jobs are loaded on machines through production plans (Live Plans are visible to operators on data units installed on each machine and also are available to management on computer screens of Pant Mater Plan board, Printout of the plans can also be issued on need basis).  | Planning Executive/Planning Engineer |
| 6.5.2 | In case of machine approval of a job, time and date will be conveyed through production plan to make the things ready in advance. | -do- |
| 6.5.3 | This programme can be changed by the concerned planning executive with consultation of concerned line manager | -do- |
| 6.6 | ASSUMPTIONS |  |
| 6.6.1 | Sales Officers will give priority in writing. | **AM** SALES  |
| 6.6.2 | Concerned AMM/CSM /MM will declare the urgency of a job. Daily program will be adjusted accordingly to accommodate the said urgency. This Declaration can be verbal or written | AMMs/CSM /MM / Assistant Manager Planning |
| 6.6.3 | Inks shall be ready in advance for the next coming job on machine, As per daily production program. | DIC inplant |
| 6.6.4 | Cylinders made for a Roto job shall be checked by I/C Rep, before sending to Roto Printing and a quality assurance report will be signed by him. Similarly polymer made for Flexo job shall be checked by I/C rep, before sending to Flexo Printing and a quality assurance report will be signed by him  | I/C REP |
| 6.7 | MATERIAL PLANNING  |  |
| 6.7.1 | Head of supply management is informed about the total materials required to be purchased during the year on the basis of annual Sales Projections at the beginning of every year and confirmed requirements based on Monthly RSF are shared with supply management for films through SAP based PR and for resins ,adhesives, waxes, coatings and imported paper through E-mails as and when required | Planning Manager |
| 6.7.2 | For PACKAGES Paper, the annual projections of paper are conveyed in the beginning of the year and confirmed order is placed in SAP on need basis.  | Planning Manager |
| 6.7.3 | Monthly consumption report is available in SAP on “ZP16” .Store will update the stocks on daily basis in SAP. | I/C STORES  |
| 6.8 | DESPATCH SCHEDULE |  |
| 6.8.1 | Daily Dispatches are carried out on the basis of “Agreed/ Committed date” in ZISOCMD with tolerance of +/- 3 days, but incase of exceptions or very important material, dispatch department will be informed verbally or in writing through e mails. However, dispatches of CSD supported customers is done by individuals AMCS through their daily dispatch plans (ref QSPCSD/8.2.1/01) | Planning Executive / CSD/Manager Logistics Finished Goods |
| 6.8.2 | Maximum one shift is required for quality control to release the processed material. Quality persons start their work as soon as samples are received and provide the results at earliest. In case of emergencies a specified quantity is checked and released by the quality persons in the same shift. | I/C QUALITY CONTROL |
| 6.9 | Trim & Process Waste Planning |  |
| 6.9.1 | Waste planning is done on the basis of processes involved in a job & its quantity. Generally it is 10 % but it can vary from 0-30 % | Planning Executive/Engineer |
| 6.9.2 | Planned trim for roto jobs is 15mm however for opportunity businesses or in case of delay of material arrivals, jobs can be planned with extra trim waste with consent of MM/BUM. Also to control inventory items jobs can be planned with extra trim waste and costing is done accordingly.  |  Assistant Manager Planning  |
| 6.10 | To define shade tolerance with Key customers, shade cards are made. These shade cards are made with 2nd bulk of a new job of key customers/ even with first bulk if customer demands. Shade cards movement between production, planning and sales is recorded in SAP “ZSHCARD” report while approved copy is kept with production control. | Planning Executive/ engineer/ Liaison officer/ Printing executive/ Chief coordination officer/**AM** Sales  |
| 7.0 | DEVELOPMENT |  |
|  | Development is a set of activities carried out to check the run ability of a specific material combination on customer’s machine and also the suitability of the product to be packed in it with regard to product’s shelf life requirement of the customer by the customer.  |  |
| 7.1 | DRF number is generated by Sales person in SAP by using transaction VA01 with order type ZDM and fills the development form in SAP by using transaction ZDRF. Soft DRF is available to R&D, BUF development, Planning, sales & CSD to view and get print out. However signed hard copy of DRF will be sent to development BUF | Sales person |
| 7.2 | This DRF contains detailed information of requirement of customer that is packaging material combination, sizes, technical specifications, material to be packed, customer machine specifications along with purpose of development  | Sales person |
| 7.3 | Hard copy of the DRF on receipt in planning will be entered in SAP (YISO)  | Liaison officer |
| 7.4 | Dispatch date of sample will be conveyed to sales on call/e-mail by considering customer emergency, availability of raw materials and routing of the job. | Development Executive |
| 7.5 | R&D develops “recipe” or provide reference of in use SOP to be used for the sample against each DRF through ZDRF screen of SAP, which will be available to development officer and appear on development job card systematically | Manager R&D |
| 7.6 | Development job card will be created in SAP with required specifications of the product & operations involved to produce desired sample. Copies of job card are distributed to the Departments involved in execution of that job. | Development Executive |
| 7.7 | Work station wise loading of development jobs ( downloaded through ZDOS programme) will be communicated to planning BUF through E-mails on need basis and planning BUF will add these jobs in their production plans for processing  | Development Executive / Planning Executive |
| 7.8 | Sample is prepared as per recipe / SOP proposed by R&D and submitted to sales after necessary Quality checks along with SAP generated Sample Completion Report (ZDOS). | Development Executive |
| 7.9 | Sales person takes the sample to customer and get customer feed back after running, packing and testing the sample by customer and creates formal FEEDBACK form in SAP (ZDRF) Completely filled, duly signed hard copy of this Feedback form along with signed packed sample will be sent to development BUF  | Sales Person |
| 7.10 | On receipt of hard copy of feedback form in development, it will be entered in SAP and packed sample (if receives) will be stored for 6 months. | Development Executive |
| 7.11 | If the sample submitted against recipe #999/888 gets approved by customer then New SOP will be issued by R&D for reference of upcoming bulk supplies. And SOP# generated by R&D will be maintained in DRF by development officer while same will be visible to planning to maintain in production order for bulk supply of that product | Manager R&D Development Executive/Planning executive |
| 7.12 | If any document, customer requirement, specifications sheet is received with DRF, the same will be shared with Production manager and R&D manager to have their approval to meet the same | Development Executive |
| 7.13 | Any specialty of construction (all constructions other than reel), sealing position, sealing area, perforation, notch, notch position, recipe or special comments / observation of customer will be shred with planning BUF on Copy of ISO with status of NEW | Development Executive |
| 8.0 | PRE COSTING |  |
| 8.1 | For Pre costing, Costing model is available with sales team which is updated by manager costing as and when required? Sales person may contact manager costing if there is any issue to use costing  | Manager costing / Sales person |
| 8.2 | Planner will be Responsible for replanning the left over (reels) in the same or any other job after any job break. | Planning Manager |

1. ASSOCIATED DOCUMENTS:
2. Job card
3. Production Plans
4. Sample Feedback form