

# Standard Operating Procedure (SOP)

## Production Data Recording and Reporting Formats

This SOP details the standardized **production data recording and reporting formats** to ensure accurate, consistent, and timely documentation of production activities. It covers data entry procedures, format guidelines, frequency of reporting, validation checks, and reporting hierarchy to facilitate effective monitoring, analysis, and decision-making in production management.

### 1. Purpose

To define the procedures, responsibilities, and formats for recording and reporting production data, enabling effective control and analysis of production activities.

### 2. Scope

This SOP applies to all personnel involved in the recording, validation, and reporting of production data across all production lines.

### 3. Responsibilities

- **Production Operators:** Accurate and timely entry of production data.
- **Shift Supervisors:** Verification of data entries and initial review.
- **Production Managers:** Final approval and submission of periodic reports.
- **Quality Assurance:** Random validation and audit of production records.

### 4. Procedure

#### 4.1 Data Entry Procedures

1. Enter production data at the end of each shift using the standardized format provided.
2. Record all relevant fields, ensuring completeness and legibility (for handwritten forms) or accuracy (for electronic systems).
3. Cross-check entries for discrepancies before supervisor validation.

#### 4.2 Format Guidelines

- Use only the approved templates/forms for production data recording (see Section 6: Formats).
- All fields marked as mandatory must be filled.
- Follow specified data units and coding for product/lot identification.

#### 4.3 Frequency of Reporting

- **Shift Reports:** End of every shift.
- **Daily Reports:** Compiled at the end of the day.
- **Monthly Summaries:** Compiled at the end of each month.

#### 4.4 Validation Checks

1. Supervisors review and sign off on shift and daily reports.
2. Random audits are performed monthly by Quality Assurance.
3. Identified errors are corrected before final reporting.

#### 4.5 Reporting Hierarchy

1. Operators submit to Shift Supervisor.
2. Shift Supervisor collates and forwards to Production Manager.
3. Production Manager reviews, consolidates, and forwards to Plant Head/Management.

### 5. Documentation and Record Retention

- All production data records must be stored securely (physical or digital) for a minimum of five years.

- Access to records is limited to authorized personnel only.

## 6. Standardized Reporting Formats

### 6.1 Shift Production Log

Date	Shift	Line No.	Product Code/Name	Batch/Lot No.	Start Time	End Time	Quantity Produced	Defects/Rejects	Operator Name & Signature	Supervisor Name & Signature
(Fill as per shift data)										

### 6.2 Daily Production Summary

Date	Total Quantity Produced	Total Defects	Downtime (min)	Remarks	Supervisor Signature	Manager Signature
(Fill as per daily summary)						

### 6.3 Monthly Production Report

Month	Product Code/Name	Total Qty Produced	Total Defects	Yield (%)	Reported Incidents	Manager Signature
(Fill as per monthly summary)						

## 7. Revision History

Revision No.	Date	Description	Approved By
01	2024-06-15	Initial SOP release	Production Manager