



SYSTEM PROCEDURE

Production Planning & Scheduling

REVISION: 05

PROCEDURE NO.: 10

DATE EFFECTIVE: 01/29/18

1. PURPOSE

- 1.1. This documentation describes the procedure followed by the Production Schedulers in planning manufacturing orders.

2. SCOPE

- 2.1. This procedure applies to the scheduling of all manufacturing orders directly satisfying customer orders at Tempco Electric Heater Corporation.

3. PROCEDURAL REQUIREMENTS and RESPONSIBILITIES

- 3.1. The manufacturing planning and scheduling process is initiated by reviewing the customer requirements by date and looking at a planning horizon which is normally 10 weeks. Only customer requirements cleared of all production holds in the Mapics system will be visible in this planning horizon. Each department is planned separately.
- 3.2. This process begins with the daily receipt of customer orders being entered into the system from Customer Service in order to be further processed by the Production Scheduling Department. These requests may be initiated by the Customer Service/Sales Department to fulfill customer needs or fulfill stock requirements. Sales personnel are responsible for generating/transmitting the Committed Safety Stock requested by the customer where applicable.
- 3.3. The Production Scheduling Tool Excel spread sheet is a manual process on a network location that is used to schedule the order and identifies the schedule release date and provides a requirements summary of all customers.
- 3.4. Rejects documented on M.O.'s where the M.O. is not complete (defined as backorders) are sent to Planning for rescheduling and released as a new M.O.
- 3.5. Pronto orders are normally initiated by order entry at the time the order is entered. Pronto orders have a blue stamp/blue bag identifying it to production personnel.
- 3.6. Detailed uncontrolled work instructions have been established for various planning weekly reports, production performance reports and a variety of transaction activities.



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4. PROCEDURAL FLOW

PROCEDURE

Responsibility

Action

- | | | |
|---------------------------|----|---|
| Order Entry Administrator | 1. | Enters customer order using the MAPICS system and verifies the relevant information including customer special note, pricing, request dates, commission percentages and ensures all required information is entered. (reference procedure 9 Customer Order Review & Approval) |
| Production Scheduler | 2. | Downloads orders from the MAPICS system utilizing the manufacturing planning tool AutoMFG & creates the Excel spreadsheet file on a network location. Departmental workload is segmented automatically during download. |
| Production Scheduler | 3. | Reviews customer requirements by date, plans each department separately. Priorities and selection basis is as follows. <ul style="list-style-type: none">A. Customer back ordersB. Departmental high volume planning files on network locationC. Customer orders from Excel spreadsheetD. Stock lists from Excel spreadsheet on network location |
| Production Scheduler | 4. | Utilizes either Mapics system or AutoMFG program to generate work orders by department based on Production Scheduling Tool excel spread sheet on a network location. |
| Production Scheduler | 5. | Distributes M.O. hard copies to engineer responsible for that particular department. |



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5. RECORDS

6. REVISION HISTORY

REVISION LEVEL	DATE OF REVISION	SECTIONS	DESCRIPTION OF CHANGE
00	11/04/08	All	Initial release
01	06/03/11	3.1, 3.3, 3.4, 3.5, 3.6, 4.1, 4.2, 4.3, 4.4	Various corrections based on recommendations of Audit Team #1 from audit done on 6/2/11.
02	06/06/12	3.5	Change blue stamp to blue stamp/blue bag
03	06/12/15	2.1, 3.1	Changes recommended on CPARs CP00210 and CP00212
04	5/26/17	4.5	Changed "engineering coordinator" to "engineer", also revised flow chart below to reflect the same change.
05	01/29/18	4	Was Procedure 7.1. Updated procedure number in section 4.

7. AUTHORIZATION

POSITION	HELD BY	AUTHORIZATION SIGNATURE OR INITIALS
Prepared By: Manufacturing Systems Manager	Brad Simon	
Senior Management Representative: Chief Financial Officer	Paul Wickland	
Management Representative:	Abe Joseph	



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