
VP Production

Date

President

Date

ISO Representative

Date

Purpose: To maximize production throughput and minimize manufacturing costs. Also, to effectively react to the changing dynamics of the production processes.

Policies:

Unless otherwise specifically directed by the President, the VP Production or designee has the authority to:

- Assign and reassign employee tasks,
- Authorize and schedule overtime,
- Rearrange Work Order priorities,
- Outsource operations, and
- Recruit new employees.

Explanation:

Effectively managing the production operations involves understanding and reacting to several different conditions, including:

- Changes in the backlog, including the nature of individual orders and the total size and mix of the backlog,
- Capacity availability,
- Machinery capability,
- Availability of supplies, components, and materials,
- The status of tooling and fixtures, and
- The availability of labor resources and labor skills.

It is recognized that maximizing production performance depends on:

- Execution
- Information,
- Cooperation,
- Communication,
- Anticipation,
- Dedication, and
- Cost.

Instructions:

The VP Production is responsible for:

1. Analyzing production forecasts and system information. (This includes analyzing the Work Center Dispatch Report, Production Status Report, and the Pick List Reports.)

2. Providing relevant production information to the production operators, and analyzing and reacting to feedback.
3. Providing relevant production information to the Team Leaders and analyzing and reacting to feedback. (Refer to 07-081, Weekly Production Meeting.)
4. Providing relevant production information to the Sales Engineers and analyzing and reacting to feedback. (Refer to 07-082, Daily Work Order Status Meeting.)
5. Analyzing material requirements and providing feedback to Purchasing.

Related Procedures: 07-071 Weekly Production Meeting
07-072 Daily Work Order Status Meeting

Retained Documents: None