Production Scheduler

WORK INSTRUCTIONS

• Fill out a production order form per the schedule provided.

• A production order form is a sticky note with the following information attached
  • order number
  • time of order
  • number of gold boats
  • number of silver boats.

• EACH OPERATOR (up to and including shipping) WILL NOTE THE TIME THAT THEY COMPLETED THE ORDER!!!!

• The shipper will save the production order form for later analysis.

• The production order form is given to the PRODUCTION SUPERVISOR for delivery to the floor.
## Production Schedule

<table>
<thead>
<tr>
<th>Production Order Number</th>
<th>Time</th>
<th>Silver Boats</th>
<th>Gold Boats</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0</td>
<td>0:00</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>P1</td>
<td>1:00</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>P2</td>
<td>2:00</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>P3</td>
<td>3:00</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>P4</td>
<td>4:00</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>P5</td>
<td>5:00</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>P6</td>
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<tr>
<td>P7</td>
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</tr>
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<td>P8</td>
<td>8:00</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>P9</td>
<td>9:00</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>P10</td>
<td>10:00</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>
WORK INSTRUCTIONS

• Create the kit of material to form a batch corresponding to each production order that you receive.

• The production order will be delivered to you by the supervisor.

• Add the time of completion to the production order tracking form (e.g. “Kit, 3:54”)

• Call Bubba to move a batch to the next operator.
Material Handler

WORK INSTRUCTIONS

• You move all material with your forklift.
• You answer to the name “Bubba”.
• No one else moves material. That’s your job. Don’t let them take your job. Make sure of it.
Folder Op 1 - Silver

WORK INSTRUCTIONS - SBGS

• GOLD ON TOP in STEP 3!!!
• Work in a FIFO order.
• Work on only orders that you have.
• Add the time of completion to the production order tracking form (e.g. “Fold 1, 3:54”)
• Call Bubba to move a batch to the next operator.
• Note that step 1 is not necessary. Skip it if you are in a hurry.
WORK INSTRUCTIONS - GBSS

• SILVER ON TOP in STEP 3!!!

• Work in a FIFO order.

• Work on only orders that you have.

• Add the time of completion to the production order tracking form (e.g. “Fold 1, 3:54”)

• Call Bubba to move a batch to the next operator.

• Note that step 1 is not necessary. Skip it if you are in a hurry.
WORK INSTRUCTIONS - SBGS

• Work on only orders that you have.
• Work in a FIFO order.
• Add the time of completion to the production order tracking form (e.g. “Fold 2, 3:58”)
• Call Bubba to move a batch to the next operator.
Folder Op 2 - Gold

WORK INSTRUCTIONS - GBSS

• Work on only orders that you have.
• Work in a FIFO order.
• Add the time of completion to the production order tracking form (e.g. “Fold 2, 3:58”)
• Call Bubba to move a batch to the next operator.
Logo Stamper - Silver

WORK INSTRUCTIONS

• Work on only orders that you have.
• Work in a FIFO order.
• Add the time of completion to the production order tracking form (e.g. “Stamp, 4:04”)
• Call Bubba to move a batch to the next operator.
WORK INSTRUCTIONS

• Work on only orders that you have.
• Work in a FIFO order.
• Add the time of completion to the production order tracking form (e.g. “Stamp, 4:04”)
• Call Bubba to move a batch to the next operator.

Centered

Centered on the left side of the boat
Oven Operator - Silver

WORK INSTRUCTIONS

• Put a batch of boats (4) in the oven.
• Start the timer (20 seconds).
• You may not add boats or remove boats from the batch while in the oven.
• Call Bubba to move a batch to the next operator.
Over Operator - Gold

WORK INSTRUCTIONS

• Put a batch of boats (4) in the oven.
• Start the timer (20 seconds).
• You may not add boats or remove boats from the batch while in the oven.
• Call Bubba to move a batch to the next operator.
Inspector

WORK INSTRUCTIONS

• Complete an inspection form for each boat.

• If a boat fails inspection (one of the boxes is not checked):
  • Note whose fault it is
  • pass the entire batch to REWORK (through Bubba) for correction
  • or if it is an unrecoverable problem, scrap the boat, and cross out the inspection sheet.

• Poor quality products must not get to the customer!!
Rework

WORK INSTRUCTIONS

• Correct the noted problem.

• If it is an unrecoverable problem, scrap the boat, and cross out the inspection sheet. Also note whose fault it is.

• Return the batch to the INSPECTOR (through Bubba).
Shipping

WORK INSTRUCTIONS

• Complete the production report, noting when each boat enters the warehouse.

• Completes sales orders by giving the correct number (and color) boats to the trucker.

• You get sales orders directly from the SUPERVISOR.
WORK INSTRUCTIONS

• You deliver production orders from the Production Scheduler to the Kitter.
• You deliver sale orders from the Sales Representative to the Shipper.
• You motivate.
• If something is wrong. Find the culprit. Then motivate some more.
• Your bonus depends on timely order completion.
Industrial Engineer(s)

WORK INSTRUCTIONS

• Monitor the factory operation and record data for later analysis.
• Collect cycle times, scrap rate, etc.
• **Fill out the data entry sheet!!!!!!!!!!!!!!**
• Track a few boats through the factory by marking production order with an X to measure lead time.
Trucker

WORK INSTRUCTIONS

• Complete the sales order report by noting the time that it shipped.
WORK INSTRUCTIONS

You will fill out a sales order form per the schedule provided. This simulates orders received from consumer. A sales order form is a sticky note with the following information noted on it – order number, number of Gold boats, and number of Silver boats. Sales order forms are delivered to the SHIPPER by the SUPERVISOR. The trucker will record the time shipped, then save the sales order form for later analysis.