

STANDARD OPERATING PROCEDURE

(Machine Loading Report Estimation)

Organizations Name:	Precision Swiss Products, Inc.	SOP-1.0-004 Machine Loading Report Estimation Rev: 1
Responsible Department:	Scheduling	Effective Date: 10/12/23
Related Standards:	AS9100/ISO9001 sections 7.5.1, 7.5.2, 7.5.3.1 and 7.5.3.2, ISO13485 sections 4.2.1, 4.2.3 and 4.2.4	

1.0 PROCESS:

1.0 Purpose:

In order to accurately the timeline per a machine, we need to run a Machine Loading Report Estimation once a week. This helps us stay on track for production and to meet expectations/deadlines.

2.0 Responsibility and Authority:

Master Planner

3.0 Terms, Acronyms and Definitions:

- HRS: Hours
- WK: Weeks

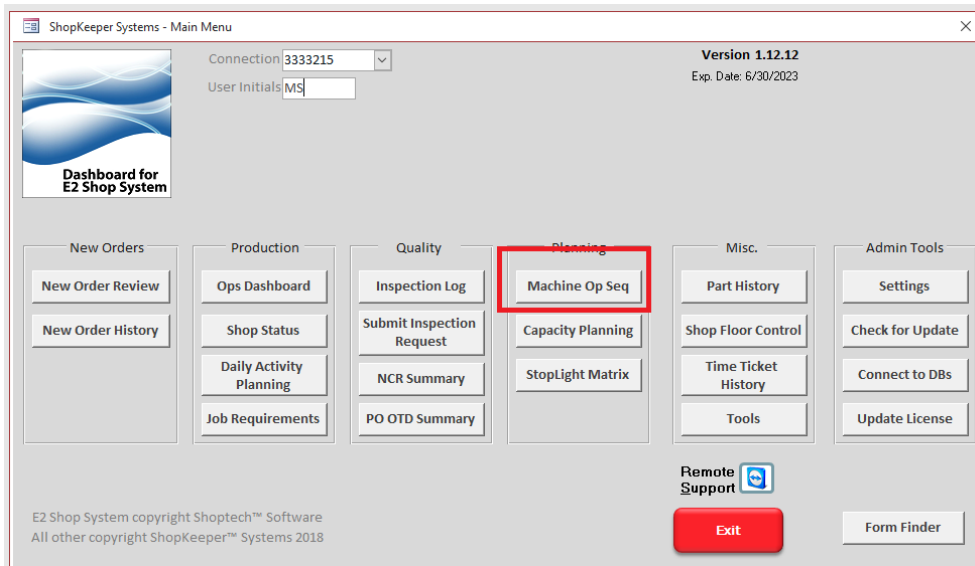
4.0 Process Inputs:

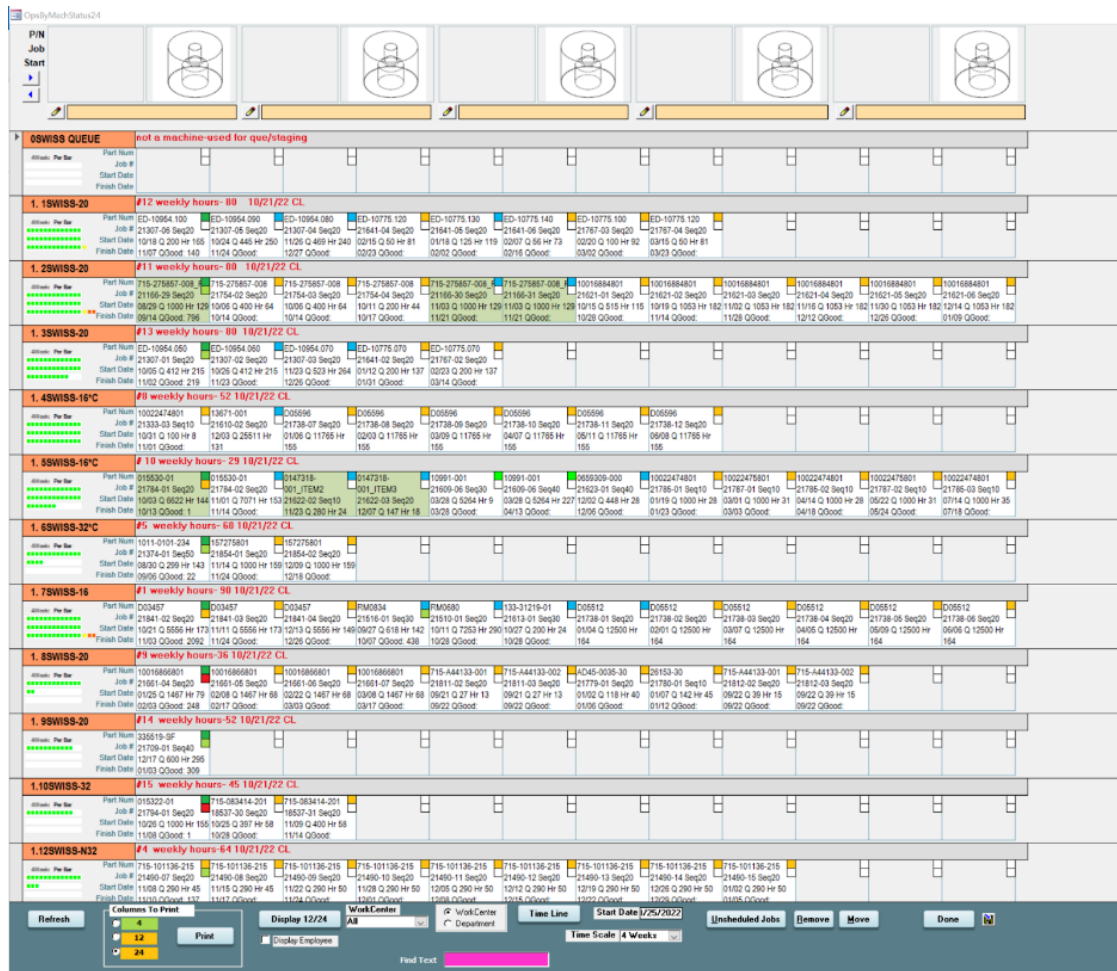
Dashboard

5.0 Process Steps:

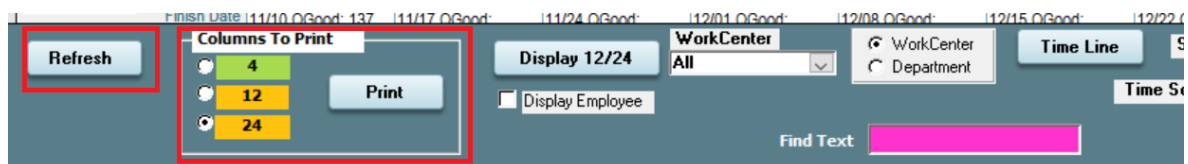
Producing a Machine Loading Report

1. Open the Dashboard Tool and select "Machine Op Seq" and another window will pop up.



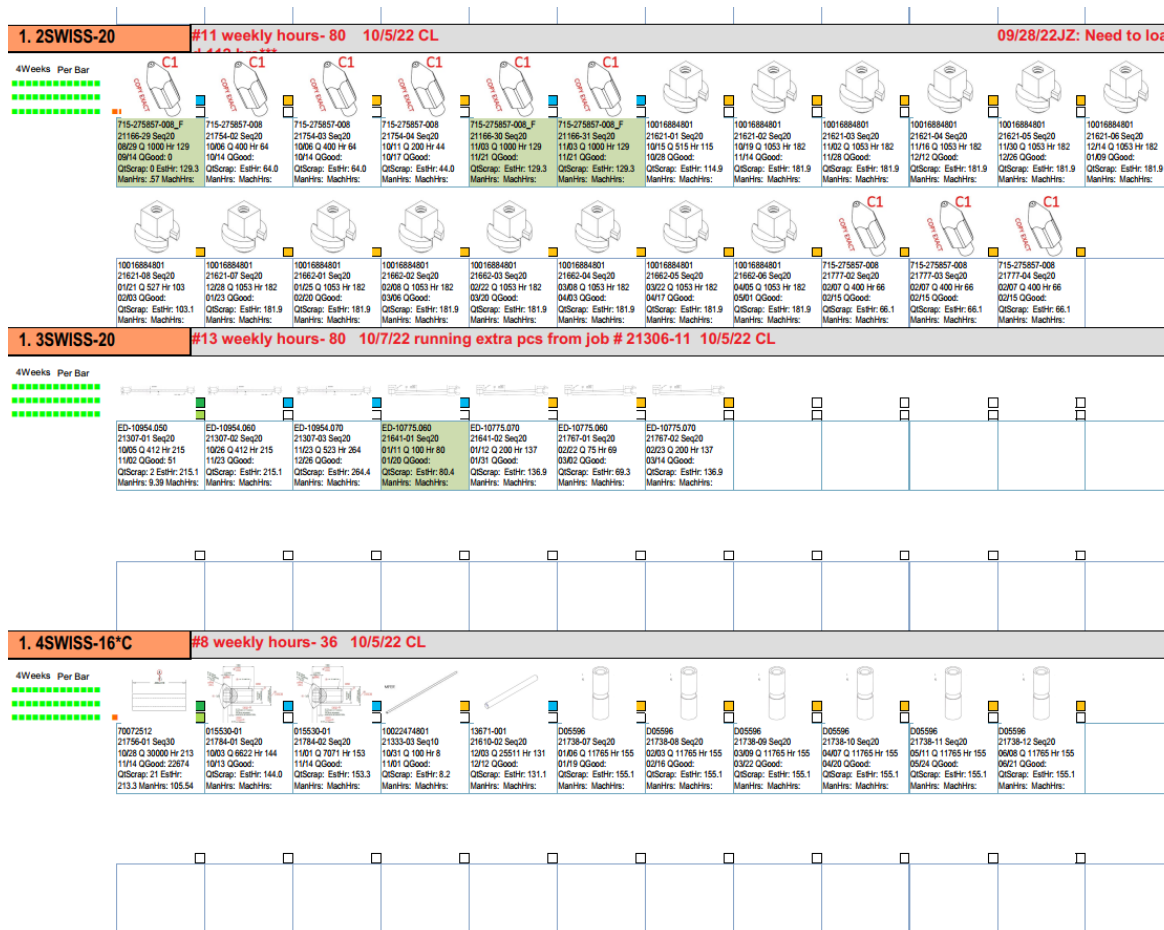


- On the new window, scroll to the bottom and click "Refresh" to sync up all the data and then once that refreshes, next to the refresh button there will be a "Columns to Print." Select either 12 or 24 and then hit Print and save it as a PDF.



3. Recommended that you print the Machine Loading Report for the next part as you will need to calculate and track multiple dates.

Should look similar to something like this as a PDF with multiple pages:

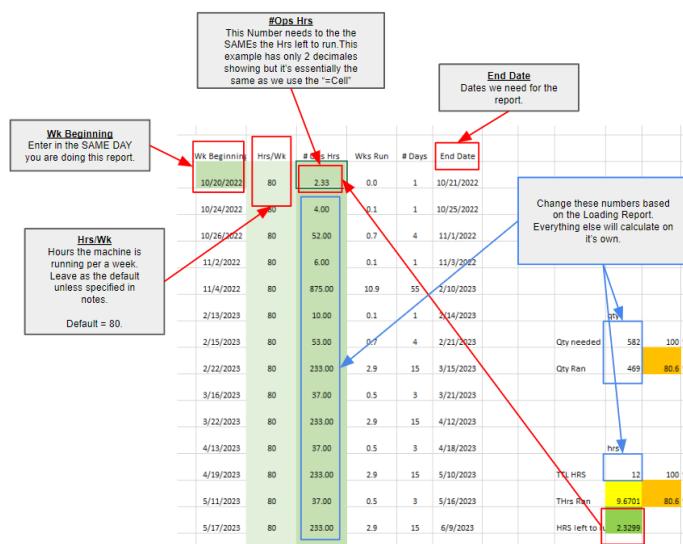


Calculating the dates on the Machine Loading Report

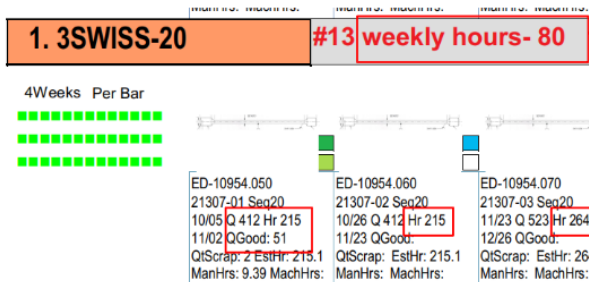
1. Once a loading report has been ran, open up the "Customer - CWB Master List" Excel and go to the third tab called "Quick Tools." This will help you calculate the approximate dates that we need to do for the week.

Here is a quick key

(see last page for a full view)



2. With the Excel open, go back to the Machine Loading Report and there are 5 pieces of information to focus on:



1. How many hours is the machine running? *Default will be 80 unless specified otherwise.*
2. **First cell ONLY:** Quantity (Q)
3. **First cell ONLY:** Quantity already made (QGood)
4. Hr: How many hours this job will take
5. Following jobs: Hrs and so forth for each job

3. When you have your information ready, ensure that the **Hrs/Wk** matches and then start inputting the information in the appropriate fields.

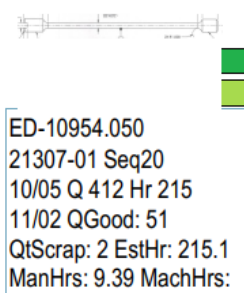
Q → Qty Needed
QGood → Qty Ran
Hrs → TTL Hrs

	qty		
Qty needed	412	100 %	
Qty Ran	51	12.4 %	
	hrs		
TTL HRS	215	100 %	
THrs Ran	26.6141	12.4 %	
HRS left to r	188.386		

Example: In this example of the 3Swiss-20, we will look at the Q412, QGood 51, and Hr 215. You would input this into the Excel for Qty Needed, Qty Ran, and TTL Hrs respectively like so. It'll calculate the total amount of hours left to run (188.38 hr) to complete the current job and this will automatically be filled to the first line for #Ops Hrs

You will only do this step for the **FIRST JOB OF EVERY MACHINE.**

3Swiss-20



4. After we've established the beginning run time of the first job, you only need to focus on the **hrs for the next jobs** as that will be the only data you'll be changing going forward. For each subsequent job, input the Hrs required per a job into the #Ops Hrs column which will calculate an approximate date that each job will be completed.

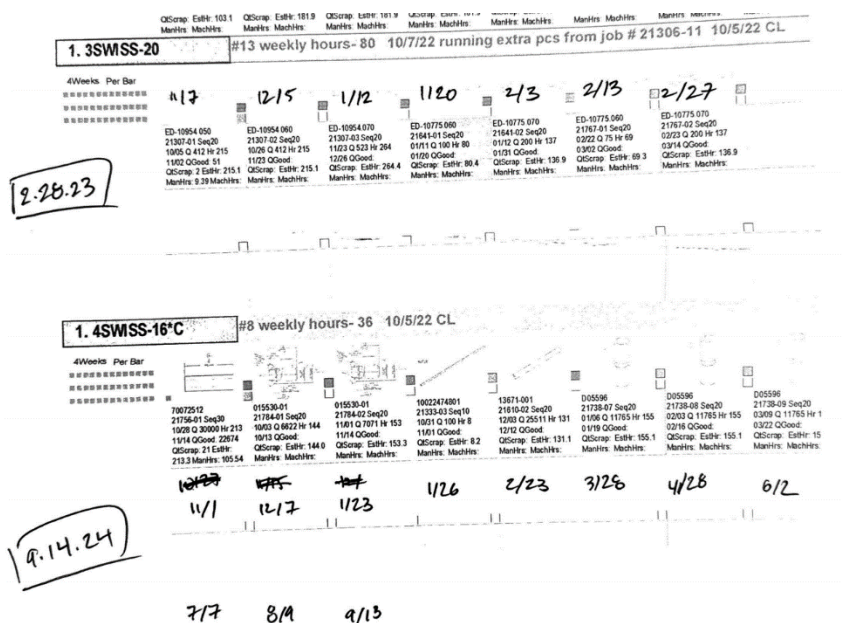
Wk Beginning	Hrs/Wk	# Ops Hrs	Wks Run	# Days	End Date
10/20/2022	80	188.39	2.4	12	11/7/2022
11/8/2022	80	215.00	2.7	14	12/5/2022
12/6/2022	80	264.00	3.3	17	1/12/2023
1/13/2023	80	80.00	1.0	5	1/20/2023
1/23/2023	80	137.00	1.7	9	2/3/2023
2/6/2023	80	69.00	0.9	5	2/13/2023
2/14/2023	80	137.00	1.7	9	2/27/2023

As you can see, when we edit the the #Ops Hrs, the end date per a job is automatically calculated.

TAKE NOTE OF WHEN EACH JOB WILL BE COMPLETED.

As recommended earlier, printing it out and writing each day on the corresponding box will make it easier to keep track of the dates.

5. At the end of each machine, we also take note of the day the machine is available for future planning. Repeat for the entire report for the week. Example below.



6.0 Records:

N/A.

7.0 Process Outputs:

Successfully estimate the dates to stay on track for production and to meet expectation/deadlines.

2.0 REVISION HISTORY:

DOCUMENT NUMBER	Rev.	Description of Change	Date
SOP-1.0-004	1	Initial release. Update from old QMS document # SOP-8.1-005. No change to content, no retraining necessary for current employees.	10/12/23

#Ops Hrs
This Number needs to be the SAME as the Hrs left to run. This example has only 2 decimals showing but it's essentially the same as we use the "=Cell"

End Date
Dates we need for the report.

Wk Beginning
Enter in the SAME DAY you are doing this report.

Hrs/Wk
Hours the machine is running per a week. Leave as the default unless specified in notes.
Default = 80.

Change these numbers based on the Loading Report. Everything else will calculate on it's own.

Wk Beginning	Hrs/Wk	# Ops Hrs	Wks Run	# Days	End Date			
10/20/2022	80	2.33	0.0	1	10/21/2022			
10/24/2022	80	4.00	0.1	1	10/25/2022			
10/26/2022	80	52.00	0.7	4	11/1/2022			
11/2/2022	80	6.00	0.1	1	11/3/2022			
11/4/2022	80	875.00	10.9	55	2/10/2023			
2/13/2023	80	10.00	0.1	1	2/14/2023			
2/15/2023	80	53.00	0.7	4	2/21/2023	Qty needed	582	100 %
2/22/2023	80	233.00	2.9	15	3/15/2023	Qty Ran	469	80.6 %
3/16/2023	80	37.00	0.5	3	3/21/2023			
3/22/2023	80	233.00	2.9	15	4/12/2023			
4/13/2023	80	37.00	0.5	3	4/18/2023			
4/19/2023	80	233.00	2.9	15	5/10/2023	TTL HRS	12	100 %
5/11/2023	80	37.00	0.5	3	5/16/2023	THrs Ran	9.6701	80.6 %
5/17/2023	80	233.00	2.9	15	6/9/2023	HRS left to	2.3299	