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|  | **TCS** Vijay | **DOC.NO: M.122.NC** |
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**Example Workflow for Implementing a Daily Work Management System**

This document provides a sample workflow for implementing a daily work management system in a food manufacturing facility (NIC Code 10101). This is a template and needs to be tailored to the specific needs of your operation.

Phase 1: Planning & Preparation

**1. Define Objectives: Clearly define the goals of the daily work management system (e.g., improve efficiency, reduce waste, enhance food safety).**

**2. Identify Key Processes: Identify the key production processes and associated tasks that will be managed by the system.**

**3. Select Tools & Technologies: Choose appropriate tools and technologies to support the system (e.g., software for scheduling, tracking, and reporting).**

**4. Develop Standard Operating Procedures (SOPs): Create detailed SOPs for each task and process.**

**5. Train Employees: Train all relevant employees on the use of the new system and associated procedures.**

Phase 2: Implementation & Rollout

**1. Pilot Program: Implement the system in a pilot program on a small scale to test its effectiveness and identify any issues.**

**2. Gather Feedback: Collect feedback from employees involved in the pilot program and make necessary adjustments.**

**3. Full Implementation: Roll out the system to the entire facility after successful pilot testing.**

**4. Monitor & Evaluate: Regularly monitor the system's performance and evaluate its effectiveness in achieving the defined objectives.**

Phase 3: Continuous Improvement

**1. Regular Reviews: Conduct regular reviews of the system to identify areas for improvement.**

**2. Process Optimization: Continuously optimize processes based on data and feedback.**

**3. Employee Feedback: Regularly solicit and incorporate employee feedback for continuous improvement.**

**4. Adaptability: Adapt the system to changes in production demands or regulatory requirements.**

Example Workflow (Daily):

**1. Morning Meeting: Review previous day's performance, address issues, and assign tasks for the current day.**

**2. Production Execution: Follow established SOPs and monitor key performance indicators (KPIs).**

**3. Line Adjustments: Make necessary adjustments to production lines based on monitoring data.**

**4. Issue Reporting: Report any issues or deviations immediately.**

**5. End-of-Shift Report: Document the day's performance, including KPIs and any issues encountered.**

Documentation:

All aspects of the implementation, including planning, training, SOPs, monitoring data, and improvement initiatives, must be thoroughly documented.

Compliance Notes:

The daily work management system must comply with all relevant food safety regulations and GMPs.

Practical Guidelines:

* Use visual management tools to enhance communication and improve process visibility.
* Encourage employee participation in the system's development and improvement.
* Regularly review and update SOPs to reflect changes and improvements.

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