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**Monitor the Progress of QCD on a Daily Basis**

This document details the process of daily monitoring of Quality, Cost, and Delivery (QCD) progress within a food manufacturing facility (NIC Code 10101). Daily monitoring is crucial for identifying deviations early, implementing corrective actions promptly, and maintaining overall QCD performance.

1. Defining Key Performance Indicators (KPIs)

* Step 1.1: Quality KPIs: Select key quality metrics to monitor daily. Examples include defect rates, customer complaints, and compliance with food safety standards.
* Step 1.2: Cost KPIs: Identify key cost metrics for daily tracking. Examples include production costs, material usage, labor hours, and waste generation.
* Step 1.3: Delivery KPIs: Choose relevant delivery metrics to monitor daily. Examples include on-time delivery rates, lead times, and order fulfillment accuracy.
* Compliance Note: Ensure that the chosen KPIs align with regulatory requirements and company policies.

2. Data Collection and Analysis

* Step 2.1: Data Sources: Identify the sources of data for each KPI. This might involve production records, quality control reports, inventory management systems, and delivery tracking software.
* Step 2.2: Data Aggregation: Aggregate the data from various sources into a centralized system for easy access and analysis. This could involve using spreadsheets, databases, or dedicated software.
* Step 2.3: Data Analysis: Analyze the collected data to identify trends, deviations from targets, and potential problems. Use statistical methods or data visualization tools to enhance understanding.

3. Corrective Actions and Improvements

* Step 3.1: Identify Deviations: Identify any deviations from the established QCD targets and analyze their root causes.
* Step 3.2: Implement Corrective Actions: Implement appropriate corrective actions to address the identified deviations. This might involve adjusting processes, improving training, or addressing equipment malfunctions.
* Step 3.3: Continuous Improvement: Use the daily monitoring data to identify areas for continuous improvement. Implement changes to optimize processes and enhance QCD performance.

4. Reporting and Communication

* Step 4.1: Daily Reports: Prepare concise daily reports summarizing the performance against the QCD targets. Highlight significant deviations and planned corrective actions.
* Step 4.2: Communication Channels: Utilize effective communication channels to disseminate the daily reports to relevant personnel. This could involve email updates, team meetings, or digital dashboards.
* Practical Guideline: Use visual management tools like dashboards or scorecards to communicate daily progress effectively and efficiently.

5. Review and Adjustment

* Step 5.1: Regular Reviews: Regularly review the daily monitoring process to ensure its effectiveness and identify areas for improvement.
* Step 5.2: Process Adjustments: Adjust the monitoring process or KPIs as needed based on changing circumstances or performance trends. This ensures the process remains relevant and responsive.
* Compliance Note: Maintain accurate records of all monitoring data, corrective actions, and improvements. These records are crucial for audits and compliance verification.