

<h1 style="margin: 0;">SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 07 (2) Date Issued : 03/04/2017 Revision Date: 03/02/2025			
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Title : Procedure for Operational Planning & Control

7.2. **PROCEDURE FOR PLANING**

7.2.1. **SCOPE**

The Objective is:

- To plan the production to ensure the delivery promising date
- To keep finished goods stocks at minimum level
- To minimize the work –in-progress
- To Minimize the idle time due to non-availability of materials
- To ensure optimum utilization of machines

7.2.2. **RESPONSIBILITY**

Overall responsibility of production planning lies with the Senior Planning Manger further it is assisted by Senior Assistant Planning Manager

7.2.3. **Production Planning & monitoring**

Compiling Data

Activity

Master Information Gathering

- 3 Month sales Forecast (local)
- Monthly Local Sales Forecast
- Export Forecast- Monthly
- Export customer sales order
- Local customer wise order/purchase order
- BOM

Responsibility

Ref

SALES/M

CR-REP-03

MIM

CR-REP-07

SALES/M

IFS/Customer Order

”

”

IFS Manufacturing Std

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Executing

Activity	Responsibility	Ref
Customer orders conformation (Export Orders/Local Orders)		
• Receive order conformation sheet	IM Dept	
• Release customer order & Create shop Orders	PLO	IFS Customer Order
• On receiving order check master plan at the finished good level	„	
• Consider customer required date	„	
• Find most suitable and immediate molding resource availability	PLM / APLM / PLEXE	IFS Preactor
• Determined the order completion date.		
• Check material availability (if is not provided on master planning level)	PLEXE / PLO	IFS
• Create purchase requisitions for Valves & Stickers	PLM / APLM / PLEXE	
• Check labor availability (Every month review by HR)	„	HR Dept
• Give order conformation		CR-REC-01
• For local order, planning dept issue production capability report		

Master Planning

Activity	Responsibility	Ref
• Receive Order	IM Dept	IFS/Customer Order
• Receive Monthly Sales Forecast	Sales Dept Local	
• Place the Order in planning Board	PLNNG DEPT	CR-REP-03
• Close the acceptance (Generally 25 th on of every month)	PLEXE / PLO	Preactor
• Optimize the plan & generate operation wise plan	PLM / APLM / PLEXE / PLO	PC-PLAN-01
• Prepare Master plan	PLEXE / PLO	
• Send copies to relevant depts. (SRI/UGB/Tube)	„	

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Production Operation Planning

Activity	Responsibility	Ref
<ul style="list-style-type: none"> Transfer customer orders to Preactor system from IFS 	PLO	IFS
<ul style="list-style-type: none"> Prepare best, optimum plan For Tyre - Molding plan 	PLM / APLM /	PC-PLAN-02
For Tube – Molding plan /Autoclave plan	PLEXE / PLO	PC-PLAN-02A
<ul style="list-style-type: none"> Release plan to relevant sections (Shop Flow) through preactor for further comments 	PLM / APLM / PLEXE /PLO	
<ul style="list-style-type: none"> Receiving comments to the plan (Considering practical issues) 	PRDUCTION	IFS
<ul style="list-style-type: none"> Finalize and send the production plan 		
<ul style="list-style-type: none"> According to the completion of the plan shop floor will update the IFS 		
Main attributes of the plan <ul style="list-style-type: none"> Resource name Customer Order Number Item code Item description Target Start time End time Operation Name Order quantity 		

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Process wise planning – Supporting Operations

After finalizing, the molding plan production plan will be generated for supporting service

Activity	Responsibility	Ref
<ul style="list-style-type: none"> Tyre Calendaring Plan Profile or Extruder plan 	PLM / APLM / PLEXE / PLO	PC-PLAN-02F PC-PLAN-02G WI-047

Activity	Responsibility	Ref
Tubes <ul style="list-style-type: none"> Extrusion plan 	PLM / APLM / PLEXE / PLO	PC-PLAN-02B WI-047

Profile or Extruder plan

- Resource name
- Customer
- Order Number
- Item code
- Item description
- Target
- Start time
- End time
- Operation Name
- Order quantity

Supporting Operations planning

Activity	Responsibility	Ref
<ul style="list-style-type: none"> Bead Wire 		
Consider current stocks – any excess or short	PLM / APLM / PLEXE / PLAO	C-PLAN-02D
Prepare production plan accordingly		WI-047
Create shop orders in IFS	PLEXE / PLAO	IFS/Shop Order
Set Preactor Plan		PC-PLAN-02E
<ul style="list-style-type: none"> Air Bag plan 		
Consider current stocks – any excess or short	PLEXE / PLAO	IFS/Shop Order
Prepare production plan accordingly	”	WI-047
Create shop orders in IFS		
Set Preactor Plan		

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Main attributes

- Resource name
- Order Number
- Item code
- Item description
- Start time
- End time
- Operation Name

Activity

- Mixing Plan

Responsibility

Ref

Mixing is a first operation in the whole manufacturing chain. Mixing planning is done after finalizing the molding operations & prepared on daily basis

PLM / APLM / PLEXE / PLO

PC-PLAN-03

Considering daily targets of molding operations, considering the shop floor stocks taking the compounds which are on delivery Prepare best possible day plan using preactor

PLEXE / PLO

WI-047

IFS/Shop Order

Create shop order
Release the plan

Main attributes

- Order Number
- Item code
- Item Name
- Target
- Start time
- End time

Mixing plan amendment – Send as different revision number

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Schedule Delivery

Activity	Responsibility	Ref
It is necessary to plan delivery of compound and airbags to ensure the availability at right time in the shop floor	PLM / APLM / PLEXE / PLO	
<ul style="list-style-type: none"> Compound delivery schedule –SRI/RPW/UGB Air Bag delivery schedule 	PLEXE / PLO ”	PC-SCHED-01 PC-SCHED-02

Key Attribute

- Delivery date
- Delivery time
- Item delivery
- Qty delivery
- Send loading schedule to relevant dept

Activity	Responsibility	Ref
General Labor Requirement	PLM / APLM / PLEXE / PLO	
In order to determine the labor availability, planning dept prepare & issue labor requirement to selected manufacturing dept		
<ul style="list-style-type: none"> Molding and Building labor plan with shift/press arrangement Profile/ Calendaring/ bias cutting labor plan Tube extortion / splicer / Autoclave / labor plan with shift arrangement 		PC-LB-01 PC-LB-02 PC-LB-03

Monitoring

Activity	Responsibility	Ref
<ul style="list-style-type: none"> Control WIP at the shop floor 	PLM / APLM / PLEXE / PLO	WI-047
Taking physical stocks in shop floor and adjust the mixing plan to ensure the less WIP		
<ul style="list-style-type: none"> See the variation of the daily target and actual and provide a report to the management Prepare weekly production report and submit to the management Check order progress & rectify the delays Obtain details of production plan accordingly Create tonnage plan and see verification 	„ ” „ ”	PPI Tool PC-SCHED-03

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7.2.4 Material Requirement Planning

Scope – This section describes the planning of material requirement

Activity	Responsibility	Ref
Material Forecasting		
Objective:- Get the material requirement for sale forecast	IMM/SM	
	PLEXE / PLO	
<ul style="list-style-type: none"> Receive sale forecast. Use forecast demand function in IFS Enter sales qty against part number Check the qtys and transfer compounds to SRI site 	PLM / APLM / PLEXE ”	IFS
<ul style="list-style-type: none"> Generate forecast material requirement 		PC-MRP-01
<ul style="list-style-type: none"> Generate actual material requirement of coming month every month by 25th 	PLEXE / PLO	PC-MRP-02 PC-MRP-03

Weekly Material Requirement

- Plan dept issue weekly/monthly material requirement to ensure the availability of material

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