
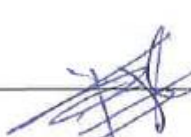


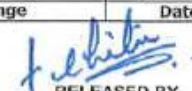
		<b>STANDARD OPERATING PROCEDURE FOR CHANGES IN PLANS</b>			<b>ISD-FC-011</b> 	
<b>RULE</b>		<b>Department</b>		<b>FACTORY CONTROL</b>		DATE: 16.03.2020
		<b>Area</b>		<b>Production Planning and control</b>		Issue: 00      Revision: 02
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STEP NO	DESCRIPTION	DETAILS OF CHANGES MADE	RESP.	TARGET	REMARK	
1	REVISION OF LONG TERM PROD. PLAN	SALES PLAN TO BE MANUALLY CHANGED, PROD. PLAN WILL BE CHANGED AUTOMATICALLY TO MAINTAIN INVENTORY AS PER NORMS.	ENGG. PPC	SAME DAY ON RECEIPT OF DCN		
2	RELEASING REVISED LONG TERM PROD. PLAN TO ME TEAM	ME TEAM TO CHECK CAPACITY & MANPOWER REQUIREMENT AGAINST THE CHANGES & SHARING THE INFORMATION WITH CONCERNED MEMBERS	ME-TEAM (Capacity Incharge)	WITH IN 2 DAYS OF REVISED LTPP RECD.	CONCERN'S TO IMPLEMENT CHANGES AS PER REVISED DATA/PLAN.	
3	GENERATION OF PROD. PLAN CHANGE INFORMATION	MAKE A COMPARISON OF PREVIOUS & REVISED PROD. PLANS FOR EACH COMPONENT.	ENGINEER-PPC	WITH IN 2 DAYS OF REVISED LTPP RECD.		
4	DAY WISE PROD. PLAN	MAKE CHANGES IN HARD PLAN TO MEET PROD. TARGET AS PER LTPP, ACCORDINGLY CHANGE HT & SOFT OUTPUT PLANS.	ENGINEER-PPC	WITH IN 2 DAYS OF REVISED LTPP RECD.	IN CASE OF INCREASE IN PLAN, MAINTAIN A GAP OF ATLEAST 2 DAYS TO CHANGE THE PLAN. WHILE A DECREASE IN PLAN CAN BE MADE ON NEXT DAY ITSELF WITH PRIOR INFORMATION TO CONCERNED LINE.	
5	LONG TERM MATERIAL REQMT.	FIRM MATERIAL REQMT. FOR CURRENT MONTH SHOULD BE CHANGED AFTER 1 WEEK WHILE TENT. MATERIAL REQMT. FOR SUBSEQUENT MONTHS NEEDS TO BE CHANGED.	ENGINEER-PPC	WITH IN 2 DAYS OF REVISED LTPP RECD.		
6	SUPPLIER DELIVERY SCHEDULE CHANGE	CHANGE POINT SUMMARY NEED TO SHARE WITH PURCHASE WITH REASON OF CHANGE & ANALYSIS NEED TO DONE FOR THE SUPPLIER SCHEDULE CHANGES.	ENGINEER-PPC	WITH IN 3rd DAY AFTER RELEASING SUPPLIER SCHEDULE	ANALYSIS OF THE GAP POINT & COUNTERMEASURE	
<div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 25%;">             PREPARED BY         </div> <div style="width: 25%;">             CHECKED BY         </div> <div style="width: 25%;">             APPROVED BY         </div> <div style="width: 25%;">             RELEASED BY         </div> </div>						