

**RULE****MANPOWER MONITORING AND
IMPROVEMENT**

Rule No.	Issue	Rev.	Date	Page	IMPROVEMENT		
ISD-MS-004	01	00	Dec.2016	01 of 01			
S No.	Activity			Frequency	Responsibility	Check point	
1	PLAN OR TARGET SETTING						
	1.1) PDE depp. Will released the requird manpower for each section according to capacity and customer requierment of month (Evevry month) .			Monthly	PDE/Prod.	Capacity Conf. Meeting	
	1.2) PDE depp. Will communicate the information through Capacity coinfirmation meeting			Monthly	PDE/Prod.	Capacity Conf. Meeting	
	1.3)Requird Manpower released by PDE will be target (Plan) for every section			Monthly	Section head (Prod.)	MP Monitoring sheet	
	1.4) Production depp. Has to be updated this released manpower in there manpower controlling sheet as plan manpower			Monthly	Section head (Prod.)		
2	DATA MONITORING						
	2.1)Production depp. Has to be recorded the used manpower and overtime section wise/ day wise			Daily for last working day	Sec. Head (Prod.)	MP Monitoring sheet	
3	ANALYSIS						
	3.1) If Actual head count of day is more than target ,we have to analyz the data and find the gap between plan head count and actual head count			Daily	Shift Incharge (Prod.)	MP Monitoring sheet	
	3.2) if actual head count of month is more then plan ,we have to analyz the detail through WHY-WHY & PDCA format(ISF-MS-026B)			Monthly	Section Head (Prod.)	Format (ISF-MS-0026B)	
	3.3) if actual over time of month is more then plan <u>(decided by concerned section on the basis of last year data)</u> ,we have to analyz the detail through WHY-WHY & PDCA format(ISF-MS-026B) in a seprate sheet			Monthly	Section Head (Prod.)	Format (ISF-MS-0026B)	
4	IMPROVEMENT						
	4.1) Need to improve the utilization of resources by various kaizen and Countremeasure if actual head count is more then plan and it should be prioritize on the basis of their impact on Line performance			Every month	Section head (Prod.)	Concerned Section PRM	
	4.2)We have to fill the actual reason and countremeasure in MP monitoring sheet ,where actual head count is more then plan for any working day			Daily	Shift Incharge (Prod.)	MP Monitoring sheet	
	4.1) Need to decrease the overtime by various kaizen and Countremeasure if actual overtime is more then plan and it should be prioritize on the basis of their impact on Line performance			Every month	Section head (Prod.)	Concerned Section PRM	

Prepared by

Checked by

Approved by