

## WORKSYNC – FINAL SIMPLE CHECKLIST

*(Roles • Flow • Operations • Calculations)*

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### **1 ROLES & RESPONSIBILITIES – CHECKLIST**

#### **◆ Admin**

- ☐ Add / remove users (Admin, IE, Supervisor, Management)
  - ☐ Add / remove employees
  - ☐ Add / remove lines
  - ☐ Add / remove products
  - ☐ Add / modify process flow
  - ☐ Add / modify SAH
  - ☐ Lock / unlock production days
  - ☐ View audit logs
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#### **◆ IE (Industrial Engineering)**

- ☐ Decide which product is made on each line
  - ☐ Define process (operation sequence) per product
  - ☐ Define SAH per operation
  - ☐ Set daily line targets
  - ☐ Assign employees to operations
  - ☐ Define default working hours (8 AM – 5 PM)
  - ☐ Modify working hours for half day / second half
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#### **◆ Line Supervisor**

- ☐ Scan employee QR
  - ☐ Scan workplace QR
  - ☐ Ensure correct employee is at correct operation
  - ☐ Replace employee at workplace if required
  - ☐ Enter hourly production quantity
  - ☐ Enter forwarded quantity
  - ☐ Enter remaining WIP
  - ☐ Input initial materials issued
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### ◆ Management

- ☐ View dashboards
  - ☐ View employee efficiency
  - ☐ View line efficiency
  - ☐ Download Excel reports
  - ☐ No data entry
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## 2 SYSTEM RULES – CHECKLIST

- ☐ System runs on Raspberry Pi only (local server)
  - ☐ Default shift timing: **8:00 AM – 5:00 PM**
  - ☐ One product per line per day (default)
  - ☐ Multi-product per line disabled for now – enabled in the next phase of development
  - ☐ Work assigned to employee remains same until product/process changes
  - ☐ Supervisors cannot edit targets or SAH
  - ☐ Only Admin can unlock closed days
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## 3 DAILY OPERATION FLOW – CHECKLIST

### ● Start of Day

- ☐ Product confirmed per line
  - ☐ Process & SAH locked
  - ☐ Target confirmed
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### ● Employee Placement

- ☐ Supervisor scans employee QR
  - ☐ Supervisor scans workplace QR
  - ☐ System validates correct placement
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### ● Material Issue

- ☐ Initial materials issued are recorded
  - ☐ Material linked to employee / operation
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### ● Hourly Production (Repeated Every Hour)

- ☐ Quantity completed entered
- ☐ Quantity forwarded entered
- ☐ Quantity remaining entered
- ☐ System validates:

Completed = Forwarded + Remaining

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### ● WIP Tracking

- ☐ Transfer from Employee A to Employee B recorded
  - ☐ Quantity and time recorded
  - ☐ No missing or false data
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### ● End of Shift

- ☐ Supervisor reviews data
  - ☐ Shift closed
  - ☐ Data locked
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## 🔢 CALCULATIONS – CHECKLIST

### 🔢 SAH

- ☐ SAH stored per operation
  - ☐ Defined only by IE / Admin
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### 🔢 Standard Hours Produced

- ☐ Calculated as:

Standard Hours = Output × SAH

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### 🔢 Employee Efficiency

- ☐ Calculated as:

Employee Efficiency (%) =

(Standard Hours Produced / Actual Working Hours) × 100

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### **Line Efficiency**

- ☐ Calculated using **final QA-pass output only**
- ☐ Formula:

Line Efficiency (%) =

(QA Output × Product SAH) /

(Total Line Manpower × Working Hours) × 100

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### **5 REPORTS & DATA – CHECKLIST**

- ☐ Data stored in Raspberry Pi (PostgreSQL)
  - ☐ One Excel generated per day
  - ☐ Excel contains:
    - Employee efficiency
    - Line efficiency
    - Production details
    - Material usage
  - ☐ Historical Excel can be regenerated
  - ☐ Audit log maintained
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### **MULTI-LINE SUPPORT – CHECKLIST**

- ☐ Multiple lines supported
  - ☐ Each line runs independently
  - ☐ Each line has its own product, process, and target
  - ☐ No data mixing between lines
  - ☐ Management can view all lines together
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### **FINAL CONFIRMATION QUESTION (FOR CLIENT)**

**Does this checklist correctly represent how the software and factory flow should work?**

- ☐ YES – Approved
- ☐ NO – Changes required