

# Daily Manufacturing Plan Sheet

Date: \_\_\_\_\_  
Shift: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Department: \_\_\_\_\_

## Planned Production Output

Product	Planned Quantity	Start Time	End Time	Operator	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## Material Requirements

Material Name	Required Qty	Available Qty	Shortage	Action Needed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Manpower Allocation

Station / Line	Assigned Staff	Role	Hours
_____	_____	_____	_____
_____	_____	_____	_____

## Quality Control Checks Planned

Check Point	Time	Responsible	Remarks
_____	_____	_____	_____
_____	_____	_____	_____

## Notes / Special Instructions

## Important Notes

- Ensure all sections are completed at the start of the shift and updated as needed.
- Accurate documentation supports traceability and helps identify bottlenecks.
- This sheet should be reviewed and signed off by the shift supervisor daily.
- Retain completed sheets for future audits and performance analysis.