

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.