

Shift-wise Production Target Document

Document Information

Department	Manufacturing	Date	2024-06-15
Supervisor	John Doe	Line	Line 03
Product	Widget A	Batch No.	BA3472

Shift-wise Production Target Summary

Shift	Shift Timing	Target Quantity	Actual Quantity	Remarks
Morning	06:00 - 14:00	1,200	1,150	Machine breakdown at 10:20
Afternoon	14:00 - 22:00	1,250	1,270	Target achieved
Night	22:00 - 06:00	1,100	1,090	Short staffed

Authorized Signatures

Prepared by	Jane Smith	Date	2024-06-15
Verified by	Michael Lee	Date	2024-06-15

Important Notes

- Ensure targets and actual production quantities are reviewed at the end of each shift.
- Accurate remarks help identify recurring issues in the production process.
- This document should be verified and signed by authorized personnel.
- Keep this record for audit and performance tracking purposes.
- Regularly update procedures to reflect changes in production demands.