
Weekly Production Planning And Machine Capacity Alignment Meeting

1.0 Objective & Quality Standard

The objective of this procedure is to standardize the weekly production planning and machine capacity alignment meeting to ensure that production schedules are realistic, machine loads are balanced, and potential bottlenecks are identified and mitigated before they impact throughput. The quality standard requires that the meeting produces a finalized weekly production schedule with no machine overload exceeding 85% of rated capacity, and that all critical path items are assigned a clear owner and due date.

2.0 Required Tools & Gauges

- Production planning software or spreadsheet with current order backlog
- Machine capacity data sheet (rated capacity per machine per shift)
- Visual board or digital dashboard showing current WIP and machine status
- Stopwatch or timer for meeting timeboxing
- Whiteboard or digital collaboration tool for action items
- Standard agenda template (printed or digital)

3.0 Safety & Material Handling

- Ensure meeting room is free of distractions and all participants are present before starting.
- Handle printed reports with care to avoid misplacing or damaging them.
- Maintain a respectful and focused environment; no side conversations during agenda items.

4.0 Step-by-Step Procedure

1. Gather all required tools and data: current order backlog, machine capacity sheets, WIP status, and previous week's schedule adherence report.
2. Open the meeting by reviewing the previous week's production output and schedule adherence. Note any deviations and root causes.
3. Review the current order backlog and prioritize orders based on customer due dates and criticality.
4. Load each order onto the machine capacity sheet, assigning specific machines and shifts. Ensure no machine exceeds 85% of rated capacity.
5. Identify potential bottlenecks by comparing machine load against capacity. Flag any machine that exceeds 85% load.
6. For each flagged bottleneck, discuss mitigation strategies: shift work to alternate machines, adjust shift schedules, or expedite maintenance.
7. Assign clear owners and due dates for each mitigation action. Record on the action item log.

8. Finalize the weekly production schedule and distribute to all relevant departments (production, maintenance, quality, logistics).
9. Update the visual board or digital dashboard with the new schedule and machine load status.
10. Close the meeting by summarizing key decisions, action items, and next week's meeting time.

5.0 Verification & Defect Reporting

1. Verify that the finalized schedule does not exceed 85% capacity on any machine. If exceeded, flag for immediate re-planning.
2. If a machine overload is identified and cannot be resolved within the meeting, escalate to the Production Manager for priority decision.
3. Log all unresolved capacity issues and schedule deviations in the ShopDocs QA module for root cause analysis and continuous improvement.
4. Track action item completion daily; if any action item is overdue, report to the Production Manager for corrective action.

Regulatory Disclaimer: This document is a generic quality assurance template. The end-user assumes all liability for validating all dimensional tolerances, testing procedures, and engineering specifications against actual production requirements before deployment.