

DAILY PRODUCTION REPORT

PLANT: _____ LINE: _____ SHIFT: _____

DATE: ____ / ____ / 20__

TARGET OUTPUT

UNITS/HR

ACTUAL EFFICIENCY

PERCENTAGE (%)

SAFETY INCIDENT COUNT

DAYS SINCE LAST

HOUR	PLANNED TARGET	ACTUAL OUTPUT	VARIANCE (+/-)	DOWNTIME MINUTES	REASON / NOTES
08:00 - 09:00					
09:00 - 10:00					
10:00 - 11:00					
11:00 - 12:00					
12:00 - 13:00					
13:00 - 14:00					
14:00 - 15:00					
15:00 - 16:00					

[HOURLY PRODUCTION TREND CHART AREA]

SUPERVISOR SIGNATURE: _____

QA INSPECTOR: _____

FORM REF: MFG-P04-REV2