INDOFARMA

CATATAN KONTROL HARIAN PENGEMASAN PRODUK
Packaging Daily Control Record

No	: F-PR-03-11
Rev	: 03
Eff.Date	: 00 Agustus 2012

Dept. /Unit : *Production I* / Pengemasan (*Packaging*)

No. Ruang/Lini (*Room No./Line*) :

No / Nama Mesin (*Machine*) :

Kecepatan mesin (*Machine speed*) :

Nama Produk/ *Name of Product* : 1. Order :

2. Order :

1 Shot = blister/strip | 1 klk (*box*) @ blister/strip/bottle/sachet(+brochure) @ btr(*pcs*)

Hari / tgl (Day/Date) :

Proses/Process : Pengemasan/Packaging

Norm :

SHIFT														
☐	I	07.00-08.00	08.00-09.00	09.00-10.00	10.00-11.00	11.00-11.30	12.30-13.00	13.00-14.00	14.00-15.00	15.00-16.00				Total
☐	I	08.00-09.00	09.00-10.00	10.00-11.00	11.00-12.00	13.00-14.00	14.00-15.00							
☐	I + *over time*	07.00-08.00	08.00-09.00	09.00-10.00	10.00-11.00	11.00-11.30	12.30- 13.00	13.00-14.00	14.00-15.00	15.00-16.00	16.00-17.00	17.00-18.00	18.00-19.00	
☐	II	15.00-16.00	16.00-17.00	17.00-18.00	18.30-19.00	19.00-20.00	20.00-21.00	21.00-22.00	22.00-23.00					
☐	II	14.30-15.00	15.00-16.00	16.00-17.00	17.00-18.00	19.00-20.00	20.00-21.00	21.00-21.30						
☐	III	22.00-23.00	23.00-24.00	00.30-01.00	01.00-02.00	02.00-03.00	03.00-04.00	04.00-05.00	05.00-06.00					
☐	III + *over time*	18.00-19.00	19.00-20.00	20.00-21.00	21.00-22.00	22.00-23.00	23.00-24.00	24.30-01.00	01.00-02.00	02.00-04.00	03.00-04.00	04.00-05.00	05.00-06.00	
Rencana/*plan*														
Realisasi/*realization*														(a)
Rencana/*plan man hours*														(b)
Realisasi/*realization man hours*														(d)
Down Time (e)	1. Persiapan/*preparation*													
	2.Persediaan/*material availability*													
	3. Pergantian beta / *changing of batch*													
	4. Pergantian Item / *Changing of item*													
	5. Kurang Sarana/*less facility*													
	6. Kualitas/*quality*													
	7. Sanitasi Akhir/*end sanitation*													
	0. Perbaikan Internal/ *Internal Improvement*													
	9. Lain - lain/ *Others*													
BREAK DOWN (Kerusakan Mesin)														(f)
IDLE TIME (Tidak ada Rencana)														(g)

Hasil Pengemasan (control)

Timbangan (BALANCE)

Paket

TOTAL RENCANA/*PLAN TOTAL* (a)	:	btr(pcs)/kg
TOTAL REALISASI/*REALIZATION TOTAL* (b)	:	btr(pcs)/kg
VOLUME TERCAPAI/*ACHIEVEMENT VOLUME* (o = (b/a) x 100%)	:	(%)
TOTAL JAM KERJA TERSEDIA/*WORK HOURS TOTAL* (d)	:	menit/*minute*
DOWN TIME TOTAL (o)	:	menit/*minute*
BREAK DOWN TOTAL (f)	:	menit/*minute*
IDLE MACHINE TOTAL (g)	:	menit/*minute*
TOTAL JAM EFEKTIF MESIN/*EFFECTIVE MACHINE HOURS TOTAL* (h=d-e-g- f)	:	menit/*minute*
OUTPUT RATA-RATA/JAM(*OUTPUT AVERAGE/HOUR*) (i=b/h)x60	:	btr(pcs)/kg
% EFISIENSI MESIN/*MACHINE EFFICIENCY* (EMH) *) (j=i/norm)x 100 %	:	(%)

CATATAN/*NOTE* :

RENCANA PRODUKSI HARIAN /*DAILY PRODUCTION PLAN*

No.	No. Bets / *Batch No.*	Batch Size PK	Alufoil (roll)		(Roll)		Jumlah / Amount		
			Cetak	Polos	PTP	PVC	Kg	(Butir / pcs)	(Koli / Carton)

Operator :

1. 3.
2. 4.

Personil Lini/*Line personnel* : Total :

1. 9.
2. 10.
3. 11.
4. 12.
5. 13.
6. 14.
7. 15.
8. 16.

Keterangan / *no* : Shift I (p.awal/*initial prep.* : 07.00 - 07.30, p.akhir/*end prep.* : 15.45 - 16.00), Shift II (p.awal/*initial prep.* : 15.00 - 15.30, p.akhir/*end prep.* : 22.45 - 23.00), Shift III ((p.awal/*initial prep.* : 22.00 - 22.30, p.akhir/*end prep.* : 05.45 - 06.00)

EMH = Efectivitas mesin *hour /effectivity of machine hours*

Idle time = tidak tersedianya jadwal produksi / *No production plan.*

Supervisor