

PRODUCTION PITCHBOARD PLAYBOOK



BOARD USE

- During shift and/or prior to shift change, the off-going (OG) technician updates their board
- At shift change, the on-coming (OC) and OG team meet at a designated time to review the shifts performance
- The OG technician states the status of each machine and if a job didn't complete at the planned end/start time they review why (includes a post-it)
- The OG inspector reviews MRB's that occurred during the shift (includes a copy of the MRB)

BOARD IDENTIFIERS

- Identifies on the time scale where the shift changes
- Indicates when a press is scheduled down
- Identifies the job that is in the press but the press is not running
- Identifies the job that is running in the press
- States the job information
- States the reason a job didn't stop/start at a planned time
- Key Process Indicator (KPI) graph of previous days performance