

Overview

This standard is for individuals who work in a print-related environment and who take part in production planning, scheduling and junior management activities. It is not necessary to have overall control of production, but you must have some responsibility for planning, monitoring and taking decisions relating to production control

When an order is received for a print product, there must be an assessment of availability of equipment/materials and if necessary any outwork, to ensure that the job can be produced on time. Once the order is accepted and the work has been put into production, it is necessary to keep the job's progress under review and deal with any deviations from the schedule that may threaten successful completion of the work by the required date.

There are two elements in this unit:

1. Plan job tasks and schedule production
2. Monitor production

Terminology used within this area can have different meanings in different workplaces, so for the avoidance of doubt, the following definitions are used in this standard:

Task: an activity that forms part of a series of activities involved in production of a job

Production Plan: a list of all the tasks required to complete a job and the order in which they need to be undertaken

Production Schedule: a timetable detailing which tasks/jobs will be undertaken on which days. This is sometimes referred to as the machine loading board and aims to obtain maximum efficiency from the production facility ensuring that jobs are completed by the required date. Many companies will now use a software programme within their Management Information System for production scheduling

Staffing arrangements in production planning and control departments will inevitably be organised differently from company to company. The competences set out in this standard are those that are required to plan, schedule and monitor production within a print environment (this can be a manufacturing facility or a print management company). In larger companies, the responsibility for tasks may be divided between several staff, although in such a case it would be essential that those colleagues

understand each other's roles and work closely and in co-operation with each other, the ultimate responsibility being with the Production Manager.

**Performance
criteria**

Plan job tasks and schedule production

- You must be able to:
- P1 use the customer's order/final quotation and any supporting information supplied by company sales personnel to confirm:
 - P1.1 that it matches any estimate for the job
 - P1.2 the tasks required
 - P1.3 the materials required
 - P1.4 any outwork required
 - P1.5 the delivery date
 - P2 take appropriate steps to resolve any differences between the customer's order and the job specification in any estimate or quotation
 - P3 ensure any deadlines required for customer supplied items (artwork, proofs, materials) have been agreed and confirmed in writing or by digital means
 - P4 report immediately to the customer or a relevant colleague if the delivery date appears unachievable
 - P5 produce or obtain a detailed written works instruction, setting out the job specification and all relevant information for production staff and outworkers/suppliers
 - P6 confirm that job tasks and sequence of work are achievable with regard to availability of materials and any outwork capacity
 - P7 create a production schedule (either electronically or manually produced) that makes best use of your company's resources within the time available for production

Monitor Production

- You must be able to:
- P8 regularly check the progress of jobs against the production schedule
 - P9 liaise and confirm with suppliers of materials to ensure timely delivery
 - P10 liaise with colleagues in production and administrative departments to:
 - P10.1 ensure they are up-to-date on work progress
 - P10.2 make them aware of any delays, problems or capacity issues
 - P10.3 find out if they anticipate having problems meeting the scheduled deadline(s)
 - P10.4 obtain their help in overcoming production difficulties
 - P11 liaise and confirm with outwork providers to ensure timely completion of their work

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- P12 re-schedule tasks when necessary to optimise plant efficiency and meet production deadlines
 - P13 review and maintain working records for the purposes of:
 - P14.1 job costing
 - P14.2 invoicing
 - P14.3 quality assurance
 - P14.4 plant maintenance

Knowledge and understanding

You need to know and understand:

- K1 contract law
- K2 copyright
- K3 confidentiality
- K4 health and safety
- K5 communication
- K6 safe handling of customer material
- K7 time sensitive or restricted release date
- K8 workplaces policies, procedures and practices
- K9 choice of processes for any particular product
- K10 systematic procedure of the print production process
- K11 materials
- K12 time and resources
- K13 resource management
- K14 quality assurance and control
- K15 problem solving
- K16 planned preventative maintenance

Additional information

Scope / range:

To achieve this standard you will need to show that you understand and can undertake all the roles set out in this unit. If you are the only person organising production in your company, you will be almost certainly be undertaking all the activities stated. If you are part of a team in a large company with shared responsibilities, you will need to show that you are competent to perform any of the activities stated.

You will need to show that you can co-ordinate the supply of materials and outwork in order to keep the production schedule 'on track' and in the event of unexpected delays or problems occurring, that you take responsibility for dealing with some or all of issues. You will need to be a confident communicator and problem solver.

You must show that you can work with production requirements for jobs involving the production processes (from receipt of order to delivery) and linked activities.

PROPAM509 SQA Unit Code (H7TX 04)
Plan, schedule and monitor production



Developed by	Proskills
Version number	2
Date approved	October 2013
Indicative review date	April 2018
Validity	Current
Status	Original
Originating organisation	Proskills
Original URN	509
Relevant occupations	Originators compositors and print preps; Printers; Screen printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers
Suite	Print Administration
Key words	Print; production; costing; estimating; sales; account; management
