



Factory Production Control

Your guide

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Introduction

This document provides guidelines for a typical Factory Production Control (FPC) system. The processes and checks listed are not definitive or exhaustive. The purpose of this document is to assist with the creation of a Factory Production Control system that is appropriate for the organisation.

Basic Factory Production Control system

The purpose of any Factory Production Control system is to systematically control the manufacturing process, within the boundaries set by specifications, standards and/or regulations. Maintain records of the measurements and checks carried out, carry out corrective actions when non-conformity is identified and provide traceability through the process from customer order to delivery.

The Factory Production Control system is underpinned by the Quality Plan, the effectiveness of which should be reviewed regularly and updated if shortfalls are identified. Typical areas to consider are Health & Safety, Training, Quality Control, Plant Maintenance, Record Keeping, Customer Service and Production Control.

More detailed guidance on the structure of Quality Management Schemes (QMS) can be obtained from BS EN ISO 9001: 2008.

Typical elements

Quality plan

A document mapping the Factory Production Control system throughout the organisation. This document will be the main point of reference on any aspect of the system and provide guidance to all staff involved in the daily operation of the system.

Responsibilities

List the individuals, either by name or job title, who are responsible for the various aspects of the Factory Production Control system and the duties they are responsible for.

Purchasing procedure

A process by which all goods have a purchased specification, are ordered against that specification, and provides traceability. Also a process to correct wrong purchases and disputes with suppliers.

Goods inwards procedure

A process by which all purchased goods entering the manufacturing process are fully controlled to ensure they are of the correct type, quantity and quality, and provides a process to correct wrong deliveries and disputes with suppliers

Quality control procedure

List the product inspections that are carried out, who is responsible for them, what the pass/fail criteria are, and the action required when a failure is found.

Document control procedure

Identify which documents provide information on the Factory Production Control system, or identify the standards that must be maintained; where they are kept, and who has responsibility for maintaining them.

Customer ordering procedure

A suitable process to ensure that work orders are correctly placed for manufacture, are a true reflection of the customer's order, and provides a process for incomplete information, disputes or customer complaints.

Manufacturing procedure

Information providing manufacturing instructions, appropriate tooling and machinery operation and health and safety.

Maintenance procedure

A list of machinery settings, how and when they are checked and adjusted, by whom and what records should be kept. A routine maintenance plan identifying the person responsible for maintenance and the records that should be kept.

Product identification

A system by which all products can be identified and monitored through the factory to the point of dispatch/delivery giving full traceability through appropriate records.

Competence and training

A staff assessment and training programme to ensure all staff are fully competent or that a training need has been identified. The person responsible for staff assessment and training and where training records are kept.