

" A STUDY OF PRODUCTION PLANNING AND CONTROL OF .. SELECTED UNITS
IN KOLHAPUR CITY"

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Name of Firm :

Address :

Type of Firm :

Capital Investment :

Nature of Product :

A) PRODUCTION PLANNING :

1. Do you prepare production Planning & Control Chart ?

Yes/No.

2. What are the main objectives of your Production Plan ?

- a) Effective implementation of Production plan.
- b) To Co ordinate between various functions & Processes in production work.
- c) To make available raw materials, tools, equipments.
- d) Reduction in Production Cost.
- e) Regulation & Control of work flow, production flow.

3 Which type of production plan do you select for your production Planning ?

- a) Project Production Planning (b) Batch Production Planning
- c) Continuous Production Planning (d) Any Other.

4. Does your organisation have separate production planning Department ? Yes/No.
- 5 What are its sub. Departments ?
 - a) Information Department (b) Implementation Department.
 - c) Planning Department (d)
- 6 Who of the following are involved in production planning Control ?
 - a) Factory Engineer (b) Purchasing Agent.
 - c) Personnel Manager (d) Cost Accountant.
 - e) Any Other.
- 1) SALES FORECASTING :
 1. Do you forecast your sales. ? Yes/No.
 - 2 What are the main objectives of your sales Forecasting ?
 - a) Sales Promotion (b) Preparation of Sales Plan
 - c) To know consumers needs, likes & Traditions & Habits.
 - d) To acquire market information (e) Any Other.
 - 3 Do you consider Market Potential & Sales Potential of your product before sales forecasting ? Yes/No.
 - 4 What are the sources of obtaining information & Data about your sales forecasting ?
 - a) Opinions of Salesman (b) Government Publications.
 - c) Past data of Information (d) Consumers Interviews.
 - e) Any Other.
 - 5 Which method of sales forecasting do you follow ?
 - a) Survey of buyers intention (b) By Experts Opinion.
 - c) Market Test Method (d) Classical Time Series Analysis
 - e) Statistical Demand Method (f) Another.

- 6 What is the time lag of your sales forecasting ?
- a) Three months (b) Six Months (c) One Year
 - d) Five Year (e) Any Other.
- 7 What are the factors influencing on your sales forecasting ?
- a) Quality & Price of Product. (b) Market Competition
 - c) Efficiency of sales force (d) Government Policies
 - e) Legal Restrictions (f) Sales Promotion Technique
 - g) Any Other.
- 8 Do you prepare primary Sales Forecast, its applicability before sales forecasting ?
- a) Yes/No.
- 9 Do you continuously evaluate sales forecasting for eliminating the defects & errors etc. involved in it ?
- Yes/No.
- 10 PRODUCT DESIGN AND DEVELOPMENT :
- 1 Which aspects do you give importance while designing the product ?
- a) Attractiveness (b) Easy Packing (c) Easy to use.
 - d) Design of Competitors product (e) Any Other.
- 2 Which factors do you considering while designingg the product ?
- a) Size (b) Colour (c) Shape (d) Outlook
 - e) Any Other.
3. In which principle of product development you give stress while developing your product ?
- a) Diversification (b) Similification
 - c) Standardisation (d) Specilasatim

- e) Any Other.
4. If diversification principle then which types of diverseification you follow ?
- a) Horizontal Diversification (b) Vertical Diversification
 - c) Mixed Diversification.
5. Which factors do you consider while developing your product ?
- a) Likes and dislikes of consumers (b) Cost of product development (c) Nature of competitive products
 - d) Principle of product Development (e) Any other.
6. After product development has been made whether you are testing response of customers are not ?
- a) Yes/No.
7. Is there product Research and Development Department independently working in your units ? Yes/No.
3. PRODUCTION BUDGET :
1. Do you prepare production Budget ? Yes/No.
2. What is the duration of your production budget ?
- a) 3 Months (b) 6 Months (c) 1 Year (d) 5 Year (e) Any Other.
3. Is there proper coordination between production budget & Sales Yes/No.
4. MANUFACTURING METHODS & PROCESSES :
1. Which method do you follow for producing your product ?
- a) Job production system (b) Batch Production System
 - c) Continuous production system (d) Process production system. (e) Any Other.

2. If you are following the process system of your product, which of the following processes you are selected ?
- a) Continuous (b) Analytical (c) Synthetic (d) Assembling
 - e) Any Other
5. PLANT LAYOUT :
1. Which elements had you preferred of plant Layout ?
- a) Errection of work station (b) Service station
 - c) To provide necessary facilities to production functions
 - d) Internal transport system (e) Arrangement of product inspection equipment (f) Any Other.
2. Which factors did you consider while selecting a plant layout system ?
- a) Production valume & Type (b) Internal Transport system
 - c) Nature of machinery (d) Legal restriction (e) Any Other
3. Which method of plant layout did you follow ?
- a) Product layout (b) Process layout (c) Mixed layout
 - d) Static plant layout.
4. Which type of plant layout you have applied ?
- a) L (b) N (c) S (d) U (e) V (f) Z.
5. Whether your plant layout is elegible to maintain consistancy and at proper speed in production flow ?
Yes/No.
6. Whether your plant layout is eligible for maximum utilisation of human power, machine power and available space ? Yes/No.

- 7 Is your plant layout giving chance for easy supervision and control ? Yes/No.
- 8 Whether your plant layout is giving scope for sufficient place for labour & machine movement, and also sufficient place for keeping materials ? Yes/No.
- 9 Whether your plant layout is giving scope for reduction in production cost & savings in capital investment ? Yes/No.

6 ORGANISATION OF PURCHASING :

1. Which factors do you consider while purchasing the materials ?
a) Quality (b) Price (c) Facilities given by suppliers
d) Cost of purchasing (e) Any Other.
- 2 While purchasing of the materials do you follow the principles of scientific purchasing ? Yes/No.
- 3 While purchasing of the materials do you follow the Scientific procedure of purchasing ? Yes/No.
- 4 Which method of purchasing do you select for purchasing material ?
a) Market purchasing (b) Purchasing by requirements
c) Contract Purchasing (d) Scheduled Purchasing
e) Tender purchasing (e) Any Other.
5. Is your purchasing department efficient to maintain consistant production flow. ? Yes/No.
- 6 Whether your firm has separate purchasing department ? Yes/No.
- 7 Which type of purchasing system you follow ?
a) Centralise purchasing (b) ~~Decentralised~~ Decentralised Purchasing

- 8 Before purchasing do you fix the conditions & warranties with suppliers ? Yes/No.
- 9 Which of the following forms you are using to make the purchasing procedure easy ?
- a) Purchase requisition (b) Follow up form
 - c) Request for quotation (d) Receiving form
 - e) Purchase order (f) Rejection form (g) Any other.
- 7 ORGANISATION OF STORE :
1. Which factors do you consider while selecting locations to storage ?
- a) Size of item (b) Characteristics of materials.
 - c) Similarity (d) Popularity (e) Any other.
- 2 Do you follow the principles of scientific store Keeping ? Yes/No.
- 3 Which type of stores organisation do you follow ?
- a) Centralised storing system (b) Decentralised storing system
- 4 Before issuing the materials to production department do you demand the material requisition slip ? Yes/No.
- 5 For keeping the accounts in the stores do you maintain the Bin Cards and store ledger ? Yes/No.
- 6 What is the intention of store keeping ?
- a) Safety & stores of goods (b) Reduction in cost of storing and handling (d) To give efficient services to production and sales department. (e) Easy to stock verification (f) Any other.

- 7 While issuing the materials to the production department how you price them ?
- a) LIFO (b) FIFO (c) Simple average method.
d) Weighted average method (e) Market price method.
- 8 For easy identification of the materials which procedure you follow ?
- a) Tagging (b) Labelling (d) Writing or painting.
d) Embossing (e) Etching and stamping (f) Coloure coding
- 9 Is your ^{store} located nearer to the production department ?
Yes/No.
- 10 Do you follow the principle the particular material must in particular place in stores ? Yes/No.
- 11 Do you codily and classify materials ? Yes/No.
- 12 Do you maintain the fire fighters devices in your stores ?
Yes/No.

8 INVENTORY CONTROL :

- 1 Do you adopt inventory control system ? Yes/No.
- 2 What are the objectives of your inventory control system ?
- a) To keep right quality (b) Minimum investment.
c) proper control over stores activities (d) Safety
e) Any other.
- 3 Which type of materials do you store in your store ?
- a) Production Inventories (b) Maintainance Repair and operating inventories (c) Work in progress inventories
d) Finished goods inventories.

- 4 Do you estimate the various stock levels ?
- a) Maximum stock level (b) Minimum stock level
 - c) Reording point (d) Danger level (e) Any other.
- 5 Do you use these stock levels for controlling the inventories ? Yes/No.
- 6 Which method of inventory control do you select ?
- a) Scientific system of inventory control
 - b) Inventory control by ABC Analysis (c) Stock verification
- 7 Which type of stock verification do you select for verifying the stoked materials ?
- a) Annual Stock verification (b) Periodic stock verification
 - c) Perpetual stock verification.
- 9 INTERNAL TRANSPORT/MATERIAL HANDLING :
1. Whether you plan the material handling system ? Yes/No.
- 2 Is you material handling system in straight line ? Yes/No.
- 3 What are the objectives of your material handling system ?
- a) Reduction in transportation cost (b) Minimise accidents
 - c) ~~Prevent~~ delays (d) Reduction in wastages. (e) Any Other.
- 4 Which factors do you consider while selecting a certain kind of materials handling equipment ?
- a) Products and materials (b) Plant handling layout and conditions (c) Cost (d) Manufacturing process.
 - e) Any other.
- 5 Whether the standardisation of methods and equipments of material handling has been made ? Yes/No.

10 TIME STUDY & MOTION STUDY :

A) TIME STUDY

- 1 Do you make time study of work on scientific basis ?Yes/No.
- 2 What are the objective of your time study ?
 - a) Basis for planning and scheduling of production
 - b) Basis for incentive schemes (c) Shows up ineffective time (d) Estimates for tenders, selling prices etc.
 - e) Fixing standard labour cost.
- 3 Do you obtain ~~and~~ record all the available information about the job, the operator and the surrounding conditions before starting the Time study. ? Yes/No.
- 4 Do you record complete description of the method and breaking down the job into its elements. ? Yes/No.
- 5 Do you assessing the effective speed of working of the operating relative to a pre-determined normal speed ?
Yes/No.
- 6 While time study which of the following technique do you follow ?
 - a) Time study with a stop watch (b) Synthetic times
 - c) Any other.
- 7 While time study which of the following method do you follow ?
 - a) Continuous timing (b) Accumulative timing (c) Snap^{back} timing
 - d) Any other.

B) MOTION STUDY :

1. While work study do you make motion study also ? Yes/No.

- 2 What are the objectives of your motion study ?
 - a) Elimination of unnecessary motion and wasted efforts
 - b) Greater effectiveness in the performance of these motions that are necessary
 - (c) Any other.
- 3 What is tool or motion study ?
 - a) Therbling analysis
 - (b) Motion study questions.
 - c) Progress charts
 - (d) Principles of motion study
- 4 Which method of motion analysis do you follow ?
 - a) Qualitative analysis
 - (b) Quantitative analysis relative to time
 - (e) Any other.
- 5 Are you giving preference to social value of motion study?
Yes/No.

8) PRODUCTION CONTROL :

- 1 While doing production control and planning which of the following factors do you prefer ?
 - a) Customers
 - (b) Workers
 - (c) Community
 - (d) Nation
 - e) Producer
 - (f) Any other.
- 2 To increase the efficiency of production control department which of the following factors are considered ?
 - a) Production material
 - (b) Availability of materials.
 - c) Standards of quality for each unit
 - (d) Machine output
 - e) Job analysis
 - (f) Operation method and saquence of operation.
- 3 Is your production control department separate or bombined ? with production planning Department ? Yes/No.

4. In production control department which of the following sub-sections exists ?

a) Routing (b) Scheduling (c) Despatching (d) Follow up.

5 Which of the following production control technique do you follow ?

a) Gantt chart (b) Critical path method. (c) Production control boards.

1 ROUTING :

1. Do you prepare production Route ? Yes/No.

2 What are the objectives of your routing functions ?

a) Fixation of process and their orders, involving in production function. (b) For observation and inspection
c) Arrangement of machines, tools, and equipments.

3 While fixing the route in production which factors do you consider ?

a) Quantity and quality of production goods (b) Raw material, machinery essential (c) Plant layout
d) Nature of production activities their numbers, types and orders. (e) Any Other.

4 Do you follow the scientific procedure of routing ? Yes/No.

5 Do you using the route sheet ? Yes/No.

6 Which type of route sheet do you use ?

a) Master route sheet (b) Specific route sheet. (c) Any other.

2. SCHEDULING :

1. Do you prepare production schedule ? Yes/No.
- 2 What are the objectives of scheduling ?
 - a) To complete the production process (b) Fixation of time for each activity (c) Maximum utilisation of equipment and machine (d) For fixing the standard time for each activity and for complete process.
- 3 Do you analyse the processes before fixing the schedule ? Yes/No.
- 4 Which type of schedule do you following ?
 - a) Master scheduling (b) Detail operation scheduling
 - c) Production scheduling (d) Any Other
- 5 Do you follow the schedule control charts while making the production control ? Yes/No.
- 6 Do you use the following control charts of scheduling ?
 - a) Machine load charts (b) Progress charts (c) Project layout charts (d) Any other.

3. DESPATCHING :

1. Do you do the despatching ? Yes/No.
- 2 What are the objectives of despatching ?
 - a). To give suggestions to keep machine, tools raw materials near production place (b) To issue important information suggestions, production charts relating to work
 - c) To issue orders abouts inspection.

3. To which departments the order of despatching you are giving?
a) Store (b) Tools (c) Men (d) Work shops.
- 4 Which type of organisation of despatching you have ?
(a) Centralised organisation (b) Decentralised organisation.
- 5 Do you use the various types of despatching forms ?
Yes/No.
- 6 Which of the following forms you are following ?
a) Time cards and wage cards (b) Work order (c) Move ticket (d) Inspection ticket (e) any other.
- 7 Do you have despatch Boards in each departments ? Yes/No.
- 8 Whether your firm has independent despatching Department ?
Yes/No.
- 9 Are you appointed despatcher ? Yes/No.

4 FOLLOW UP

1. Which of the following types of follow up do you adopt ?
a) Follow up of materials (b) Follow up of assembly
c) Follow up of work in progress (d) Follow up of Errections.
- 2 Do you have follow up department ? Yes/No.
- 3 Do you have an expediter in your organisation ? Yes/No.
- 4 What are the functions adopted by the follow up department?
a) To see the necessary raw materials, equipments, tools etc. available at production place (b) To see the despatching work has to ^{be} done efficiently (c) To see the production work has to be done according to plan, schedule and occasional orders given (d) To maintain the work speed.



- e) To find out the impediments of production work and give solution to them.
- 5 Whether you are practising productwise follow up or departmentwise follow up ?
- a) Productwise (b) Departmentwise.
- 6 Which of the following impediments do you find in your production ?
- a) Defects in routing, scheduling and despatching.
- b) Non availability of production factors.
- c) Defects in tools, equipments, machine
- d) Defects in inspection.
- e) Faulty production process
- f) Any other.