

Guide for the production manager or supervisor

Guides by job role

Documentation version 1.0
Published 17 November 2026
https://www.hesabuerp.co.ke/documentation/

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Plan production, issue materials, track work orders and job cards, and report output and waste.

Intermediate · About 20 minutes · Version 1.0 · Updated 17 November 2026

Your role

You turn orders and plans into finished goods, on time, with the least waste.

Every day

1. Open the **Work Order** list and filter to *Not Started* and *In Process*. See Work orders and production.
2. Check the materials for today's work. If something is short, tell purchasing.
3. Issue materials with a **Material Transfer for Manufacture** from the work order.
4. Check that operators start and complete their **Job Cards**. See Job cards and production planning.
5. When a batch is finished, click **Finish** and enter the **actual quantity produced**, and the scrap.

Every week

- Run the **Production Plan** from sales orders and stock. See Job cards and production planning.
- Check the **Work Order Summary** and the **BOM Stock Report** for materials that will run out.
- Ask quality to review problem batches. See Quality inspections.

Every month

- Review variances: planned materials against what was actually consumed. See Production costing and reports.
- Update the **BOM** when the real recipe changes. See Bills of materials.
- Look at downtime and waste by workstation.

Good habits

- Close work orders the same day. Open ones hide stock in work in progress.
- Record scrap honestly. Hidden waste makes costs wrong.

Who to ask

The storekeeper for materials, purchasing for shortages, the accountant for costing questions.

Related documentation

- Work orders and production
- Job cards and production planning
- Production costing and reports
- Bills of materials