

10 KEY FUNCTIONS OF THE PRODUCTION DEPARTMENT

1. Production Planning & Scheduling

- Determines what, how, and when to produce.
- Aligns resources with demand forecasts.



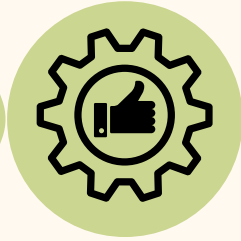
2. Resource Management

- Optimizes raw materials, machines, and manpower.
- Ensures resources are used effectively.



4. Cost Control & Budgeting

- Tracks and minimizes production expenses.
- Implements cost-saving strategies.



6. Inventory Management

- Monitors stock levels to avoid shortages or overstocking.
- Uses systems like JIT to optimize inventory.



8. Employee Training & Management

- Trains workers for efficiency and safety.
- Motivates and monitors employee performance.



10. Innovation & Product Development

- Tests and refines prototypes.
- Enhances production methods and introduces new products.

3. Quality Control

- Maintains high standards for products.
- Inspects raw materials and tests finished goods.

5. Process Improvement & Optimization

- Streamlines workflows to boost efficiency.
- Adopts lean manufacturing and automation.

7. Maintenance of Equipment & Facilities

- Schedules preventive maintenance for machines.
- Repairs and upgrades equipment as needed.

9. Compliance with Regulations & Safety Standards

- Adheres to legal and environmental standards.
- Conducts safety audits and drills.