

Daily Routine Checklist | System Czar

This is a Daily Routine Checklist for a Process Manager in the Printing Industry. However, use as a template to begin building your PROCESS MANAGER SYSTEM - THE SYSTEM CZAR

- Clock into EPMS Enterprise**
- Email checked in Outlook**

- Print Reports for meeting with General Manager - Monday 8:00 AM**
- Productivity Report on Departments reviewed Production Issues
- Repair Requests discussed to review proper maintenance compliance
- 100% System of Cleanliness (**5S**) reviewed for each Department
- In-progress TASK Lists Printed for Review with GM
- Documents *New/Update* -from meeting entered as Tasks in System100
- Meeting with General Manager at 8:00 a.m.** completed

9:00 AM **Walk-Thru AUDIT:** All departments 100% Rule (5S) **GM-1012**
 Ask employees if any **NEW** items have been introduced needing to be systemitized in accordance with the 100% Rule.

PrePress ----- Bindery ----- Pressroom ----- Warehouse ----- Digital -----
 Front Offices ----- Bathrooms ----- Breakroom -----

NOTES:

- Random Job Ticket Audit** completed **NOTE:** Enter Job numbers below **GM-1001**

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- Job Ticket- Master Control Checklist** completed
- CTP QC Checklist (PP-688) **YELLOW**
- Signed Customer Proof (if applicable)
- Pressroom QC Checklist (PD-514 or PD-543) **GOLD**
- Bindery QC Checklists (multiple versions)
- Printed Samples in Job Jacket

All non-conformance to Quality Control System from Random Spot Check has a corresponding System Buster

AUDIT of EVA's (Estimated vs. Actual Time) on Production Processes

- EV's (Estimated vs. Actual) sheets on Jobs reviewed **See Bookkeeping/Accounting DRC**
- System Buster submitted if : No Comments added to Time Sheet or Processes out of standard of more than 30 Minutes (.50)
- Random check with Operators concerning sugestions for speeding up their processes
- Met with Production Supervisors to discuss any out-of-standards processess completion times

Noon **Email** checked in Outlook Open **System100** & check for special Tasks, Emails or Company Memos (**Home Page**)

Production Ratio Charts of all departments reviewed
Target: Prepress 90%, Pressroom 85%, Bindery 90%

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Systems Administration

- Reviewed, Signed and Updated in System100. **System Busters [Admin]**
- Repair Requests that are completed have been closed out in Admin by marking Reviewed and clicking update
Repair Request [Admin]
- PM** Reporting reviewed. **Preventive Maintenance [Admin]**
 - Inspection of a random cost center to confirm Preventive Maintenance compliance
Production Cost Center:
- Daily Routine Checklist (**One Random Production Employee**) that's been submitted from day before has been reviewed for compliance. If there is non-conformance, discussed with the employee as to why. Necessary steps taken to address non-conformance.
Production Employee:
- New/Updated Documents Admin and Wall Boxes (Production Office) reviewed for documents not moving thru update process
- TQM** Reviewed, Updated and Tasked Assigned to appropriate personnel (**If Approved**) **Suggestions for Improvement (TQM)**

Assignments, Tasks & Special Projects

- Unchargeable Projects reviewed and scheduled **Task List [Admin]**
 - Tasks entered for system changes needed due to System Busters
 - Tasks (My) assigned reviewed, worked & updated

End of Day

- CAPA** submitted (if applicable) **System Busters**
- Revisions** submitted if any prompts are no longer applicable on this document or any documents I use **Document Change / Update**
NOTE: It's everyone's responsibility to ensure their documents stay current.
- Job Ticket Updates** submitted on Jobs that can be improved in production **Job Ticket Update**
- TQM submitted for Ideas to improve our company **Suggestions- Improvement**
- Office cleaned (100% System of Cleaning)
- This Daily Routine Checklist submitted, printed and placed in designated location
- Reported to General Manager before leaving at end of day

Notes:

- I have checked completed, or acknowledged not completed by a strike through line, on every prompt of this Checklist.

User:

Sign:

Date: 03/17/2018

Monthly (1st)

- Benchmark Reports for last month created in System100 & emailed to Prepress Sprvsr, Plant Admin & Gen Mgr **PA-3056**
(Dept- All; Date Range {last Thursday- this Wednesday}; Productivity to Display- Total (only); Format- PDF)
- Plate Waste Reconciliation received from PrePress Manager
- Estimated vs. Actual Summary Report for last week, printed & reviewed
(Job Costing; Reports; Estimated vs Actual Reports; Report Type- Cost Center Summary; Date Range: last Thursday- this Wednesday)

Bi-Annual (Jan. & July)

- Department Documents Reviewed & Updated with Department Supervisors
 - 300 Prod Admin
 - Pressroom
 - Bindery
 - Prepress
 - Shipping/Receiving
- Meet with the following departments to review Estimated vs. Actual Times & Ratio Discrepancies / **Praise for Adherence.**
 - Prepress
 - Pressroom
 - Bindery