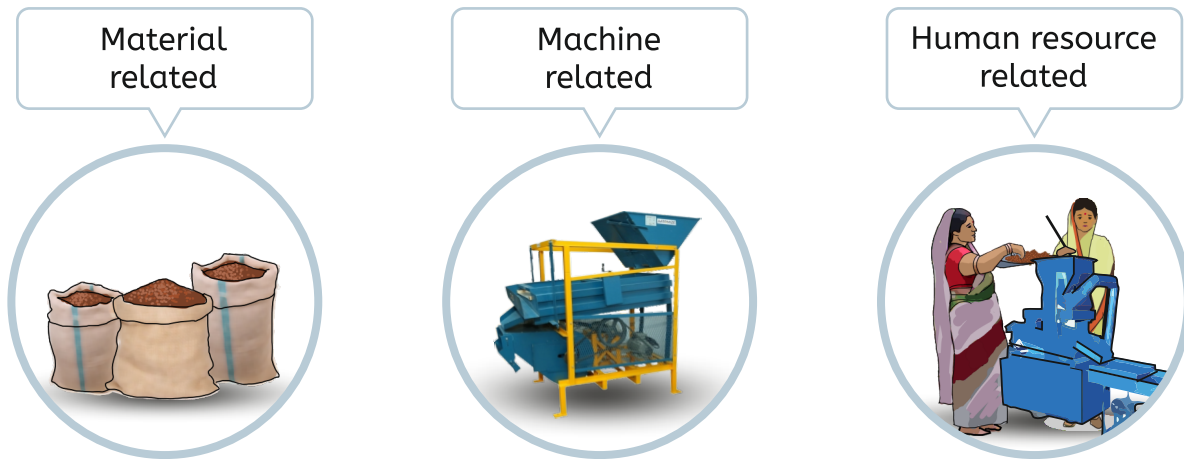# UNIT OPERATIONS

Documentation Module
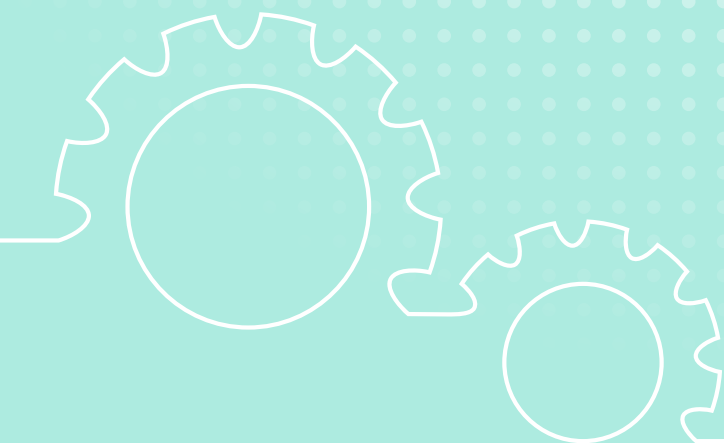
Objective

This module is intended for the machine operators, supervisors and management on the aspects related to documentation required at different junctures in unit operations to know utilization of 3 key resources –

| Material related | Machine related | Human resource related |

1 Material movement related documents

In any organization the movement of material happens with a set of prescribed documents (the format/layout may be customized to suit the requirements based on nature of industry).

While the documents required for material coming **In** or going out of unit are mandatory (statutory) like *Delivery Challan* (DC), *Invoice, way bill,* etc., those for tracking the material movement within unit are basically procedural (to follow a defined/agreed process) like *Goods Receipt Note* (GRN), *Material Issue Voucher* (MIV), etc.

Stock register has to be maintained separately for input material, finished goods (FG), spares, consumables, etc.

(Note: All highlighted cells in the below formats are formula based and will generate values automatically once details are entered in relevant cells. Details in red font indicates a generate template to be used for multiple items – products or machines, etc.)

a. Goods Receipt Note (GRN) template

Unit Name

Address

Goods Received Note

GRN No: _____   *Date:* _____

Supplier Name: _____

Delivered by: _____

S. No.	Description of Goods	Order Qty	Delivered Qty	UOM*	Remarks (ref documents, etc)

*UOM - Unit of Measurement

Received by   **Checked by**

b. Material Issue Voucher (MIV) template

Unit Name

Address

Material Issue Voucher

MIV No: _____   *Date:* _____

Please issue me the following items for production / spares / repair / others:

S. No.	Item(s) Description	Qty Required	Qty Issued	UOM	Remarks

*UOM - Unit of Measurement

Purpose: _____

_____

Approved by   **Issued by**   **Received by**

c. Stock register – input material / raw material template

Unit Name

Raw material Stock register

Location: Period:

S. No.	Date	Item Description	Item Code	UOM*	Opening stock (A)	Received qty (B)	Issued qty (C)	Closing stock (A+B-C)	Reference Document number	Reference Document date	Sign / initial	Remarks

UOM - Unit of Measurement

d. Stock register – finished goods template

Unit Name

Processed material Stock register - Millet Rice

Location: Period:

S. No.	Date	Item Description	Item Code	UOM*	Opening stock (A)	Received qty (B)	Issued qty (C)	Closing stock (A+B-C)	Reference Document number	Reference Document date	Sign / initial	Remarks

UOM - Unit of Measurement

2 Machines related documents

To assess the performance and utilization of the machines and to keep them in good condition certain activities have to be done and data for the same has to be collected in some formats (which can be customized).
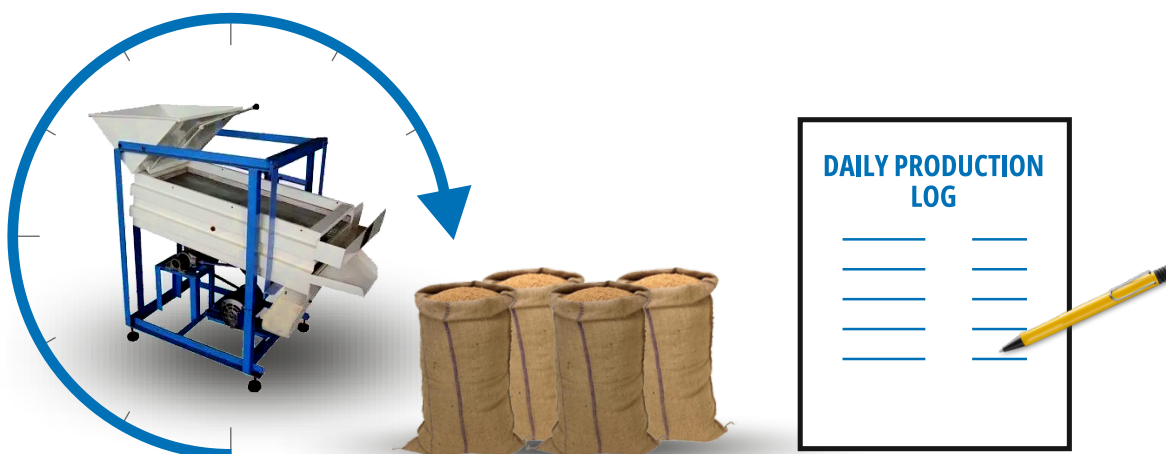
The 2 main categories being:

1. *Daily production log* of each machine has to be maintained to understand the utilization which helps in production planning.
2. *Maintenance log* for each machine capturing the periodic (routine) or preventive & breakdown related activities, consumables / spares used will help in monitoring the health & condition of the machines

a. Daily production log (machine wise) template

Unit Name:																		Location:
Machine name:																Month:		
S. No.	Date of processing	Millet name	No. of bags	Machine run time (hrs)			Input Quantity (Kgs)	Waste (kgs)	Rejects (kgs)		Output Quantity (kgs)	Total waste (kgs)	Waste %	Productivity (kg/hr)	Operator(s) Name		Remarks	
				hrs	min	Total time (hrs)			Unfilled grain	Sand					Operator 1	Operator 2		

b. Machine maintenance log – regular / periodic template

Unit Name:												Location:
Machine Name	Date attended	Timings		Duration (hr)			Scheduled - regular / periodic		Attended by (name, sign)		Sign of Unit Manager	Remarks
		Start hr:min	Stop hr:min	hr	min	Total time (hr)	Activity	Spares used	Operator	Technician		

c. Machine maintenance log – breakdown template

Unit Name:															Location:
Machine Name	Model/ Capacity	Date/s attended	Timings		Duration (hr)			Production loss (kg)	Breakdown			Warranty status	Technician name & sign	Technician base location	Sign of Unit Manager	Remarks
			Start hr:min	Stop hr:min	hr	min	Total time (hr)		Problem	Solution	Spares used					

3 Human Resource related

It is one more important resource to be monitored for effective functioning of the unit. So relevant data to be captured for filling some formats like operators daily activity reports, periodic performance report including their attendance.
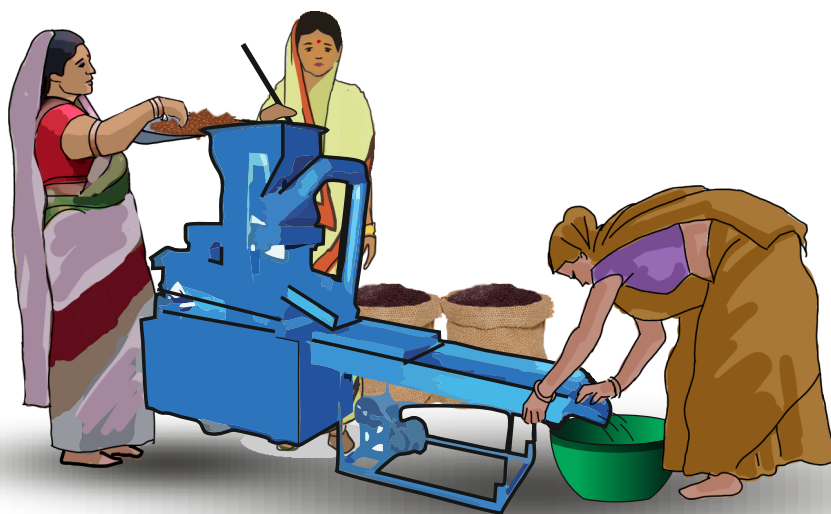
a. Daily activity report of unit operators template

S. No	Nature of work	Operator name	Production (kg)	Waste (kg)	Run Time (hr)	Productivity (kg/hr)	Waste %	Remarks

b. Weekly / monthly / annual performance report of unit operators template

S. No.	Nature of work	Operator name	Target	Achieved	Variation	UOM*	Remarks

*UOM - Unit of Measurement

c. Attendance register template

Unit Name:																																			Month:						Year:		
ID	Name	Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Attendance

Mark - "P for Present", "A for Absent", "L for Leave"

Note: Documentation needs to be done with a purpose and discipline which will be useful in future for reference, decision making and tracking issues, etc.

Editable forms of all the above templates are provided as annexure (except attendance sheet)