

JINDAL ALUMINIUM LIMITED (ROLLING AND EXTRUSION DIVISION)			
PROCEDURE FOR PRODUCTION PLANNING AND CONTROL(ROLLING)			
DOC. NO. : JAL/R&E /PPC/PR/13		TITLE PAGE	
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AMENDMENT RECORD

AMENDMENT			DISCARD		INSERT	
Sl. No	DATE	DESCRIPTION	Page No	Rev. No	Page No	Rev. No

	POSITION	SIGNATURE	DATE
Prepared by	PPC INCHARGE		
Verified by	QMS COORDINATOR		
Approved by	GM(O)		

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}		
TITLE: PROCEDURE FOR PPC (ROLLING)		
DOC. NO: JAL/R&E /PPC/PR/13	Rev. No.: 00	Date: 01.11.2017 Page # 01

INDEX

SECTION		PAGE NO.
	INDEX	01
1.0	PURPOSE	02
1.1	OBJECTIVES	02
2.0	SCOPE	02
3.0	INTERFACE	02
4.0	ORGANIZATION CHART	02
4.1	ROLES, RESPONSIBILITIES AND AUTHORITIES	03
5.0	REFERENCES	03
6.0	ABBREVIATIONS	04
7.0	INPUTS	04
8.0	OUTPUTS	04
9.0	PROCEDURE	04 - 05
10.0	CONTROL OF NONCONFORMING OUTPUTS	06
11.0	NONCONFORMITY AND CORRECTIVE ACTION	06
12.0	RISKS AND OPPORTUNITIES	06
13.0	ANALYSIS AND EVALUATION	06
14.0	CONTINUAL IMPROVEMENT	06
15.0	ORGANIZATIONAL KNOWLEDGE, COMPETENCE, AWARENESS AND COMMUNICATION	06
	LIST OF ANNEXURES	
	JAL/R&E/PPC/ANX/01	07
	JAL/R&E/PPC/ANX/02	08

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}		
TITLE: PROCEDURE FOR PPC (ROLLING)		
DOC. NO: JAL/R&E /PPC/PR/13	Rev. No.: 00	Date: 01.11.2017 Page # 02

1.0 PURPOSE

The purpose of this document is to lay down procedure for Production Planning and Control of Cast House and Rolling Departments

1.1 OBJECTIVES:

- To maintain minimum inventory.
- To achieve production as per target.

2.0 SCOPE:

(Cl 8.1 of IS/ISO/9001:2015 Operational Planning and Control)

2.1 The activities relating to Operational Control and Planning of Cast House and Rolling are controlled.

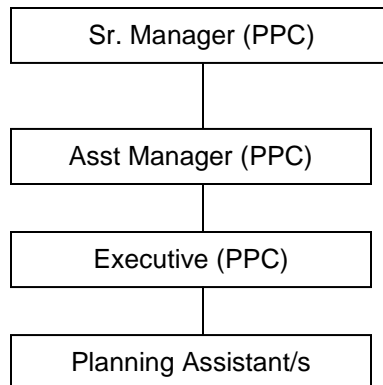
2.2 Control of Total Inventory

3.0 INTERFACE

- a) Cast House
- b) Rolling
- c) Marketing (D)
- d) Marketing (E)
- e) Packing and Shipping
- f) Quality Assurance

4.0 ORGANISATION

Organizational roles, responsibilities and & authorities- Cl: 5.3 of IS/ISO 9001:2015



JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR PPC (ROLLING)			
DOC. NO: JAL/R&E /PPC/PR/13	Rev. No.: 00	Date: 01.11.2017	Page # 03

4.1 ROLES, RESPONSIBILITY & AUTHORITY

4.1.1 Sr Manager (PPC)

- Supervision and monitoring activities of Planning and Production Control.
- To provide resources and technical inputs.
- To ensure implementation of quality management system.
- Display of quality policy and ensure continual improvement in PPC.
- To identify training needs for PPC personnel and provide training.
- To furnish delivery commitment to Marketing.

4.1.2 Asst Manager (PPC)

Manager (PPC) will report to Sr. Manager(PPC) and be responsible in carrying out the following functions:

- Planning & preparation of production plan for Cast House and Rolling departments.
- To obtain forecast / order details from Marketing (Domestic) and Marketing (Export), as well as from branch offices of JAL.
- To collect data's from Cast House and Rolling departments, to carry out analysis of nonconformities and for taking corrective and actions.
- To carry out any other job which will be assigned to him.
- To prepare progress report showing the details of production & recovery on monthly basis, for discussion in Management Review Meeting.

4.1.3 Executive (PPC)

Reporting to Sr. Manager (PPC) / Manager (PPC) and assist him in carrying out the responsibilities which will be assigned to him.

4.1.4 Planning Assistant/s

Reporting to Engineer (PPC) and assist him in preparing the planning schedule and monthly progress report of Cast House and Rolling departments.

5.0 REFERENCES

- Cast House procedure No.JAL/R&E/CH/PR/06
- Rolling procedure No. JAL/R&E/ROL/PR/07
- JAL Standard No: JAL/R&E/QA/STD/0001
- QA Procedure: JAL/R&E/QA/PR/10
- Maintenance Procedure: JAL/R&E/MAT/PR/14

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR PPC (ROLLING)			
DOC. NO: JAL/R&E /PPC/PR/13	Rev. No.: 00	Date: 01.11.2017	Page # 04

6.0 ABBREVIATIONS

GEFB	: Gauge Error Feed-back
RIS	: Rolled in Scratches
ILF	: Inter Layer Friction
GEMMS	: (Coming under Oracle system)

7.0 INPUTS

- Order details
- Production capacity.
- Progress reports from Cast House & Rolling departments.

8.0 OUTPUTS

- Production planning
- Monthly production performance
- Monthly Inventory statement

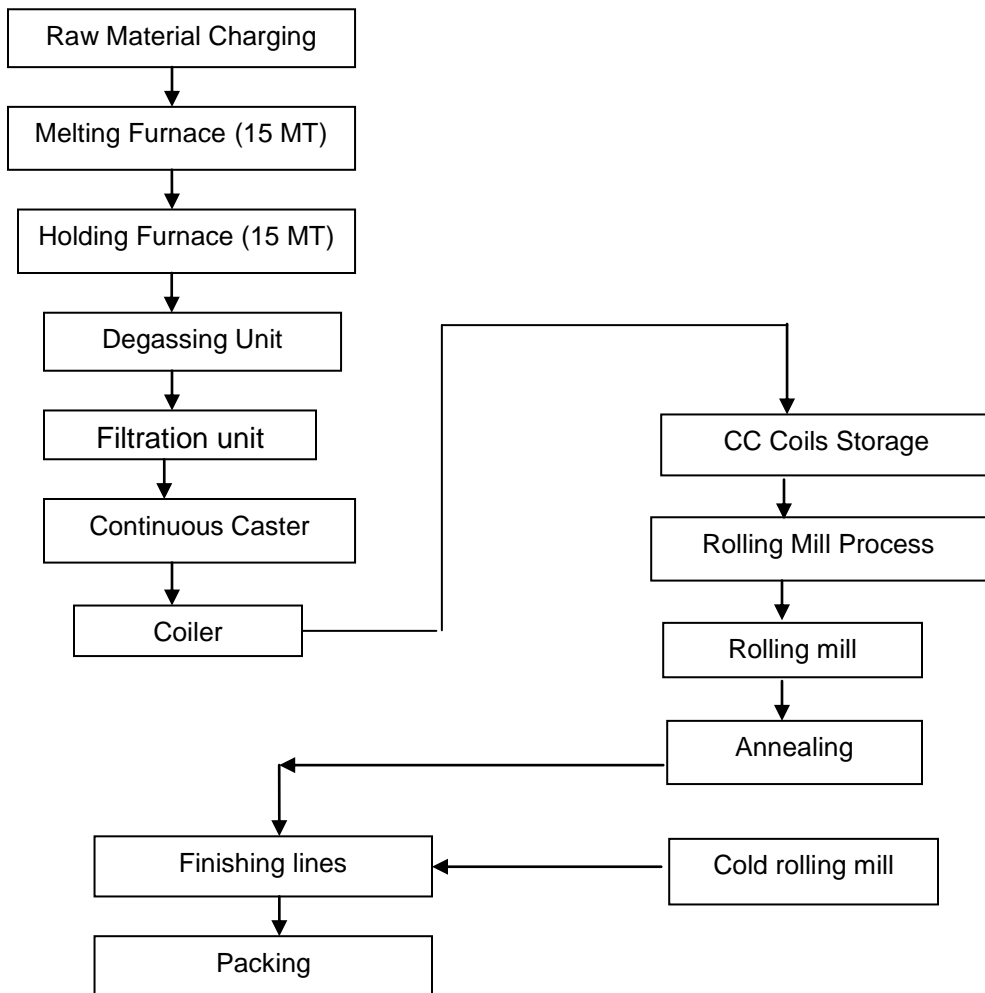
9.0 PROCEDURE

- 9.1 The Marketing Domestic and Export furnishes the sales forecast for the consequent month by end of each month.
- 9.2 PPC department compiles the forecast of all the products and the raw material requirement is worked out for the month as well as cast coil requirement, alloy-wise and width-wise.
- 9.3 Based on next cast coil requirement, PPC prepares the cast coil manufacturing plan for the month.
- 9.4 Rolling plan and slitting or cutting plan will be given to Rolling department and Finishing Line as per customer order or sales forecast.
- 9.5 If any material is held while cutting or slitting, quality department will send a mail to PPC and all other concerned departments. PPC discusses with QA department and take action as per advice of QA department.
- 9.6 The monthly production plan for production of CC coils by Cast House is issued in Caster planning format No.JAL/R&E/CH/F/08. The Cast House to send the monthly production details in format No.JAL/R&E/CH/F/03.
- 9.7 The monthly production plan for Rolling department, on daily / as per requirement, for the following activities is issued:
 - Slitter planning / SCHMouth Slitter as per format No.JAL/R&E/ROL/F/02

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR PPC (ROLLING)			
DOC. NO: JAL/R&E /PPC/PR/13	Rev. No.: 00	Date: 01.11.2017	Page # 05

- Finishing Line planning in format No.JAL/R&E/ROL/F/03
 - The coil card, rewinder, rolling, separator/slitter and annealing card is issued in format No.JAL/R&E/ROL/F/04.
 - Coil card (Strip planning) as per format No.JAL/R&E/ROL/04A.
- The Rolling department to prepare on daily basis, machine-wise production report and send it to PPC.

9.8 The planning of product realization to be as per the following flow chart (Clause: 8.1 of IS/ISO 9001:2015):



JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR PPC (ROLLING)			
DOC. NO: JAL/R&E /PPC/PR/13	Rev. No.: 00	Date: 01.11.2017	Page # 06

9.9 PPC to issue the following records for the following processes:

SI No	Process Description	Format Number
1	ZCRM Mill Log sheet	JAL/R&E/PPC/F/01
2	Cut to length Bhoomi Log Sheet	JAL/R&E/PPC/F/02
3	Daily Log sheet KAMPH/MSL/SCHMUT	JAL/R&E/PPC/F/03
4	Slitting Line Log Sheet	JAL/R&E/PPC/F/04
5	Coil Cord Issue Sheet	JAL/R&E/PPC/F/05

9.10 Customer order and acceptance of order:

Marketing – Back Office to send hard copy of both Domestic & Export orders along with acceptance of order in format No: JAL/R&E/MAR/05 for domestic order and JAL/R&E/MAR(E)/F/04 in respect of export order.

10.0 NONCONFORMITY AND CORRECTIVE ACTION:

If any non conformity occurs during planning, take proper corrective action as per format no JAL/R&E/IA/F/03.

11.0 RISKS AND OPPORTUNITIES

Risk & opportunity is defined as separate procedure. JAL has established, implemented & maintained this procedure for managing risk & opportunities.

12.0 ANALYSIS AND EVALUATION:

The following data are analyzed and evaluated by using statistical methods:-
Process time for different products is analyzed on monthly basis

13.0 CONTINUAL IMPROVEMENT

The quality objectives are monitored during departmental meetings with respect to targets set and action plan is prepared and targets reviewed as per performance. This is recorded in format No.JAL/R&E/QMSC/F/01.

14.0 COMPETENCE AND AWARENESS

Training is defined as separate procedure. The purpose of this procedure is to define the requirements for positions in the company affecting quality, for hiring and training employees to ensure these requirements are met, and for evaluating the effectiveness of training provided.

List of training records is shown in the Annexure No JAL/R&E/PPC/ANX/01& responsible by HOD.

Competency Requirement is identified for all position in the PPC department as per Annexure No JAL/R&E/PPC/ANX/02.

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR PPC (ROLLING)			
DOC. NO: JAL/R&E/PPC/ANX/01	Rev. No.: 00	Date: 01.11.2017	Page # 07

LIST OF FORMATS

Sl. No	Description of Format	Format Number	Retention Period
1	Caster Planning	JAL/R&E/CH/F/08	1 Year
2	Slitter Planning / SCHMouth Slitter	JAL/R&E/ROL/F/02	1 Year
3	Finishing Line Planning	JAL/R&E/ROL/F/03	1 Year
4	Rolling Mill Log Sheet	JAL/R&E/ROL/F/05	1 year
5	Coil Cord (Strips Planning)	JAL/R&E/FOL/F/04A	1 Year
6	Nonconformity and Correction Action	JAL/R&E/NCA/F/01	Until corrective action is completed
7	Quality Objectives Monitoring Record	JAL/R&E/QMSC/F/01	3 Years
8	ZCRM Mill Log sheet	JAL/R&E/PPC/F/01	1 Year
9	Cut to length Bhoomi Log Sheet	JAL/R&E/PPC/F/02	1 Year
10	Daily Log sheet KAMPH/MSL/SCHMUT	JAL/R&E/PPC/F/03	1 Year
10	Stamco Slitting Line Log Sheet	JAL/R&E/PPC/F/04	1 Year
11	Coil Cord Issue Sheet	JAL/R&E/PPC/F/05	1 Year

TRAINING RECORDS

Sl. No	Record Name	Record Number	Responsible	Retention Period
01	Employee details	JAL/R&E/TRG/F/01	HOD	Till end of service
02	Training needs identified	JAL/R&E/TRG/F/02		1 Year
03	Record of Training Imparted	JAL/R&E/TRG/F/03		1 year
04	Training effectiveness	JAL/R&E/TRG/F/04		1 year

Note:

The computer generated documents (soft copy) will not be having the signature of the generating department. However, if a hard copy is taken out, it has to have signature of the concerned person.

JINDAL ALUMINIUM LIMITED { ROLLING AND EXTRUSION DIVISION}			
TITLE: PROCEDURE FOR PPC (ROLLING)			
DOC. NO: JAL/R&E /PPC/ANX/02	Rev. No.: 00	Date: 01.11.2017	Page # 08

COMPETENCE CHART

Name of department: PPC(ROLLING)			
IS/ISO 9001:2015 clause number 7.2			
Sl. No.	Position	Required qualification*	Experience required
1	Sr. Manager - PPC	Any Post Graduate	12 Years
2	Manager - PPC	Any Post Graduate	10 Years
3	Dy. Manager - PPC	Any graduate	8 Years
4	Asst Manager -PPC	Any graduate	6 Years
5	Executive - PPC	Any graduate	3 Years
6	Planning Assistant	Any graduate	2 Years
7	Management trainee	Any graduate	0 Year
*Note: Relaxation in qualification can be given in case the candidate is having sufficient experience in relevant field.			
Prepared by: HOD		Approved by: GM(C)	

**JINDAL ALUMINIUM LIMITED
(ROLLING AND EXTRUSION DIVISION)**

Rev. No. : 00

Rev Date : 01.11.2017

CUT TO LENGTH LOG SHEET (Format No: JAL/R&E/PPC/F/02)									Date
									Shift
Input Coil Details					CTL Output Details				Remarks
SR. No	Coil No	Alloy / Temper	Coil Size (Gauge x Width)	Weight (Kgs)	Cutting Size (Length x Width)	No. of pieces	Box No	O/P Wt (Kgs)	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Delay Time		Total Time	Agency	Details		Shear Edge Quality			
						Cutting Edge Quality			
						Diagonal Difference			
						Standard Wt. Checking			

Operator

Crew:

- 1.
- 2.

Shift Incharge

**JINDAL ALUMINIUM LIMITED
(ROLLING AND EXTRUSION DIVISION)**

Rev. No. : 00

Rev Date : 01.11.2017

DAILY LOG SHEET

(KAMPH / MSL / SCHMUT)

(Format No: JAL/R&E/PPC/F/03)

SR. No	Coil No	INPUT		OUTPUT			Total Wt.	Joint	Remarks
		Size	Weight	Size	Reel No	Weight			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
Delay time			Total time	Agency	Details				
	From	To	Min.						

Sig. of Operator

Sig. of Incharge

JINDAL ALUMINIUM LIMITED (ROLLING AND EXTRUSION DIVISION)	
Rev. No. : 00	Rev Date : 01.11.2017

<u>STAMCO SLITTING LINE – LOG SHEET</u>							Date
(Format No: JAL/R&E/PPC/F/04)							Shift
SR #	Coil No	Alloy Temper	Input Size	Input Weight	Output Size	Output Weight	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
Delay Time				Agency	Details		
Code	From	To	Total Hrs				
Sign of Operator					Sign of Shift Incharge		

Name:

Operating Crew:

- 1.
- 2.
- 3.

JINDAL ALUMINIUM LIMITED (ROLLING AND EXTRUSION DIVISION)	
Rev. No. : 00	Rev Date : 01.07.2017

CASTER PLANNING
Format No.JAL/R&E/CH/F/08

Caster 1:

Date of operation	Product	Alloy	Thickness (in mm)	Width (in mm)	No of coils	Qty (in MT)

Caster 2:

Date of operation	Product	Alloy	Thickness (in mm)	Width (in mm)	No of coils	Qty (in MT)

Caster 3:

Date of operation	Product	Alloy	Thickness (in mm)	Width (in mm)	No of coils	Qty (in MT)

Caster 4:

Date of operation	Product	Alloy	Thickness (in mm)	Width (in mm)	No of coils	Qty (in MT)

PPC

QUALITY ASSURANCE

Sr. GM / GM

CC: To Quality

**JINDAL ALUMINIUM LIMITED
(ROLLING AND EXTRUSION DIVISION)**

Rev. No. : 00

Rev Date : 01.09.2017

SLITTER PLANNING / SCHMOUTH SLITTER

(JAL/R&E/ROL/F/02)

Date:

Plan Date	Supplier No	Coil No	Alloy	Temper	Input G x W	Input Coil Wt (In Kg)	Slitting Size	Wt in KG	Surface	Type of Core	Max Reel Wt (in Kg)	Qty In Kg	Next Operation	Customer	Status	Actual Date

Prepared By

Approved By

JINDAL ALUMINIUM LIMITED (ROLLING AND EXTRUSION DIVISION)	
Rev. No. : 00	Rev Date : 01.09.2017

FINISHING LINE PLANNING

JAL/R&E/ROL/F/03

CTL / SLITTING

Date:

PLANNING CARD No:

Sr. No	Plan Date	Coil No.	Alloy	Temper	Coil Input Size (in mm)	Input Wt. (In Kg)	Sheet / Coil Output Size (in mm)	Qty (Wt)	Packing	Remarks	Customer Name	Status	Actual date
1													
2													
3													
4													
5													
6													
7													
					TOTAL								

Prepared By:

Authorized By:

JINDAL ALUMINIUM LIMITED	
(ROLLING AND EXTRUSION DIVISION)	
Rev. No. : 00	Rev Date : 01.09.2017

COIL CARD (STRIP PLANNING)

Format No: JAL/R&E/ROL/F/04A
Date:.....

Route No:
FGTN No:

PPC INSTRUCTION:

Customer Name:	
Order No:	Order Qty:
Alloy / Temper:	Delivery Date:
Finish Size:	ID (mm): Unit Weight:
Tolerances (mm)	
Thickness (mm)	Width (mm):
Special requirements, if any:	
Signature: (PPC)	

COMPOSITION %	
SI	
FE	
CU	
MN	
MG	
ZN	
TI	
AL	

CAST COIL:

Coil No:	Weight (kg):
Alloy:	Composition:
Size (mm):	Thickness (mm):
OD (mm):	End use:
Signature: Quality shift incharge / Caster Operator / Caster Sup.	

CRM:

M/c	Pass No	Output thickness (mm)		Output Width (mm)		No. of parts	Quality remarks of Supervisor	Operator	Supervisor
		Planned	Actual	Planned	Actual				

ANF (Including homogenizing):

Required Temper	Between passes No	Input time	Output time	Planned cycle	Actual cycle	Quality remarks of Supervisor	Operator	Supervisor

FOIL MILL:

M/c	Pass No	Output thickness (mm)		Output Width (mm)		No. of parts	Quality remarks of Supervisor	Operator	Supervisor
		Planned	Actual	Planned	Actual				

CTL/SLITTER/FINISHING:

Machine	Pass No	Planned Output width	Input width	Actual output width	Date/Shift	Planned length	Actual OD/length	Output No. of pcs	Quality remarks of Supervisor	Operator	Supervisor

Contd...2)

QUALITY CARD

Cast coil Q.A. approval:			
Coil No:	Alloy:	OK	Not OK
Diverted for:		Reason:	

QUALITY TESTS DONE (Supporting documents attached):

Sl. No	Date & Time of test	Name of test	Sample & Coil No.	Test done after what stage	Results	Remarks (OK / Not OK)	Test done by	Checked by

SLITTING LINE:

Coil No.	Alloy	Input size	Input weight	Output size	Output		Signature of supervisor
					No. of pieces	Total weight	Date/Shift
	Temper		OD:				

CUT TO LENGTH:

Coil No.	Alloy	Input size	Input weight	Output size	Output		Signature of supervisor
					No. of pieces	Total weight	Date/Shift
	Temper		OD:				

QA APPROVAL FOR PACKING:

Coil No:	OK	Not OK
Alloy / Temper:	Hold / Reject	No. of parts / pcs
Product:	Diverted:	

F.G.T.N. STATUS:

Coil No:	Total No. of pkt. or No. of part FGTN Made
Alloy / Temper:	
Size:	

JINDAL ALUMINIUM LIMITED (ROLLING AND EXTRUSION DIVISION)	
Rev. No. : 00	Rev Date : 01.07.2017

QUALITY OBJECTIVES MONITORING RECORD

Format No: JAL/R&E/QMSC/F/01

- 1.0 Department
- 2.0 Quality Objectives:
- 3.0 Reference Document:
- 4.0 Responsibility:

Sl. No	Month	Target	Actual	Target period	Action Plan	Remarks

Retention period: 3 years

JINDAL ALUMINIUM LIMITED (ROLLING AND EXTRUSION DIVISION)	
Rev. No. : 00	Rev Date : 01.07.2017

EMPLOYEE DETAILS
(JAL/R&E/TRG/F/01)

Div Code : Dept. Code : Staff Code :
Name: Designation:
Sex : D.O.B : D.O.J. :

Educational Qualifications	Year	Current knowledge (Professional Training)	Year
Previous Experience			
Nature of Job		Duration	
Promotions			Year :
Additional knowledge			
Programme	Duration	Conducted By	Remarks

DEPT. HEAD

**JINDAL ALUMINIUM LIMITED
(ROLLING AND EXTRUSION DIVISION)**

Rev. No. : 00

Rev Date : 01.07.2017

**JINDAL ALUMINIUM LIMITED
(ROLLING AND EXTRUSION DIVISION)**

Rev. No. : 00

Rev Date : 01.07.2017

RECORD OF TRAINING IMPARTED

Format No: JAL/R&E/TRG/F/03

DEPARTMENT:

PERIOD:

Sl No	Name	Designation	Topic	Date of Training	Type of training	Signature of Trainee	Training given by	
							Name	Sign

Retention Period: One Year

JINDAL ALUMINIUM LTD Rolling & Extrusion division	
Rev No: 00	Rev Date: 01.07.2017

REVIEW OF EFFECTIVENESS OF TRAINING

Format No: JAL/R&E/TRG/F/04

Department:

SI No	Name	Topic	Effectiveness Criteria	Excellent	Good	Average	Poor	Date of Review	Sign of HOD
1			Job performance						
			Knowledge & Communication skill						
			Attitude						
2			Job performance						
			Knowledge & Communication skill						
			Attitude						
3			Job performance						
			Knowledge & Communication skill						
			Attitude						
4			Job performance						
			Knowledge & Communication skill						
			Attitude						
5			Job performance						
			Knowledge & Communication skill						
			Attitude						
6			Job performance						
			Knowledge & Communication skill						
			Attitude						
7			Job performance						
			Knowledge & Communication skill						
			Attitude						

Prepared By

Approved By

Note: Effectiveness of Training will be reviewed by concerned HOD after 2 months of training.

Retention Period: One Year