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Purpose:

To ensure that moving jobs ahead in the queue is properly reviewed, approved and executed according to 1) the importance of the demand being expedited; b) other demand in the queue and; c) the amount of time compression required.

Related Documents:

PL05 – Production Planning Standard Work Process Map

PL06 – C&S Planning Standard Work Process Map

PL07 – Machine Shop Planning Standard Work Process Map

# Responsible:

Approved by: Value Stream Manager(s) and Supply Chain Manager

Maintained by: Supply Chain Continuous Improvement Coordinator

Carried out by: Planning, Inventory Control and Operations

# Curriculum(s):

PLANSCH; INVCON; MFGSUPVMGR

# Rules:

1. All requests for expediting a job will go to the appropriate planner

# Instructions:

Requestor: Communicate to planner the Item, Quantity, Due Date and Reason for requesting an expedite using the appropriate outlook expedite form.

Planners will:

* Assess whether expedite is required, risk to other demand if job expedited, determine recommended level of expedite based upon requested due date and disruption to existing queue.
	+ Evaluate existing jobs for the expedited item
	+ demand on machine / floor
	+ Other Items already expedited
	+ Other requirements that are affected
* Communicate above finding to Production Supervisor and/or PPI Manager for counsel if other expedited demand is affected
	+ Not required if this new expedite request would be a lower level than already expedited items. If so, and have proper level authorization – place this expedite at the end of the other expedited jobs.
* Approve – or get approval – per the below based on where the job is built.

# C&S - Defined Levels and Required Authorization: (all jobs get pink paper with the Level “X” filled in.

Level 1 These are true expedites. Job needs to run next on the current machine and needs to become first priority at all subsequent operations when the job is received at that operation.

1. Authorization: Escalation Team member, Value Stream Manager, PPI Manager or higher.

NOTE: Sometimes a decision is made to break into a current job. Breaking into a current job is very costly and should be avoided whenever possible.

1. Action:
	1. Planner will:
		1. Determine new job end date and communicate to requestor along with level
		2. Reduce/Remove - as appropriate - move time from all operations.
		3. Check the priority freeze box , assign the Job a Priority #1 and schedule the date to run after the current job is done.
		4. Place pink sheet with job with appropriate priority level checked.

Level 2 Needed by XX/XX/XXXX. This will cause the cell to react and stage the job within the assigned time fence.

1. Authorization: Same as a Level I
2. Action:
	1. Planner will:
		1. Determine new job end date and communicate to requestor along with level
		2. Reduce/Remove - as appropriate - move time from all operations.
		3. Check the priority freeze box, assign the Job a Priority #2 and schedule the date to run so that the requested completion date is achieved.
		4. Place pink sheet with job with appropriate priority level checked.

Level 3 Request date, planned and or job end date needs to be held and does not disrupt the current queue.

1. Authorization: Cell planner, or higher
2. Action:
	1. Planner will:
		1. Check the priorityfreeze box, assign the Job a Priority #3.
		2. Place pink sheet with job with appropriate priority level checked.

# Production Assembly Cell:

Level 1 Job needs to be hand carried through all operations and needs to be priority at all subsequent operations when the job is received at that operation.

1. Authorization: Value Stream Manager, Escalation Team Manager, PPI Manager or higher.
2. Action:
	1. Planner:
		1. Determine new job end date and communicate to requestor along with level
		2. Reduce/Remove - as appropriate - move time from all operations.
		3. Check the priority freez box, assign the Job a Priority #1 and schedule the job date so that the current operation is to be completed as the top cell priority.
		4. Print job paperwork if not already printed.
		5. Create / Place pink sheet with job with appropriate priority level 1 checked.
		6. Hand walk the job paperwork and/or pink sheet to the supervisor responsible for the current operation. Assist in locating the job if necessary.
	2. Inventory Control / Production Supervisor or Lead:
		1. Assign job as first priority to picker/ technician
	3. Technician/Operator:
		1. Hand walk to next operation technician/operator (if in same cell) – or to Supervisor or Lead if next operation performed in different cell.

Level 2 These expedites are to remove the queue lead-time and place job next in line at the current work center. Job does not need to be hand walked through all subsequent operations.

1. Authorization: Production Supervisor or Level 1 authorization.
2. Action:
	1. Planner:
		1. Determine new job end date and communicate to requestor along with level
		2. Reduce/Remove - as appropriate - move time from all operations.
		3. Check the priority freeze box, assign the Job a Priority #2 and schedule the job end date
		4. Create and place pink sheet with job with priority level 2 checked.
	2. Inventory Control / Production Supervisor or Lead:
		1. Assign job to appropriate picker / technician
	3. Technician/Operator:
		1. Process job according to router.

Level 3 These expedites are to reduce Fixed Scheduled Lead Time at picking only.

1. Authorization: Planner or Level 1 or 2 authorization.
2. Action:
	1. Planner:
		1. Determine new job end date. If requested - communicate to requestor along with level.
		2. Reduce OP 5 FSLT to 8
		3. Check the priority freeze box, assign the Job a Priority #3 and schedule the job end date
	2. Inventory Control:
		1. Pick job and deliver to production shelf within 8 working hours.