

# Policy: Production Planning and Control (PPC)

PL No. – 78

Issued On – 28/02/2023

Applicability – PPC, Warehouse, Store, Production, Purchase, Sales, Quality

Total Number of Pages – 1

1. As Sales is responsible for giving orders of packaging material, it has to take full responsibility for their follow-ups and on-time delivery in plants.
2. General packaging items that are common to all dispatches will be ordered by the store. Store will always maintain the supplies of all general packaging items for at least 10 days of production.
3. We will have 3 Planning cycles in a month. 1<sup>st</sup> of the month to 10<sup>th</sup>, 11<sup>th</sup> to 20<sup>th</sup> and 21<sup>st</sup> to 30<sup>th</sup> / 31<sup>st</sup>.
4. PPC shares the complete planning of a planning cycle 20 days in advance. i.e. complete planning of 1<sup>st</sup> to 10<sup>th</sup> of a month will be shared on 11<sup>th</sup> of the previous month. It gives sufficient time to all departments to prepare such as packaging material, raw material, fumigation, quality approvals, labour requirement, containers etc.
5. A) Packaging material/ raw material should be available in plant 3 days in advance of the production schedule of a plan.  
B) In case, packaging material / raw materials are not available 3 days in advance, the sales head of that particular plan will confirm if it will be available 1 day before the schedule date. If it will not be available 1 day in advance, then that plan will be shifted to the end of that planning cycle and the next plan will be picked up.
6. Warehouse will get the raw material ready by completing fumigation process and Quality Department will do all the testing and approvals at least 3 days in advance. If any plan is not approved by quality till 1 day before its production schedule, it will be shifted to the end of that planning cycle.
7. For non-stop production, it is required that ALL the raw material and packaging material of a planning cycle should be present in the plant before it starts i.e. all the raw material and packaging materials of 11<sup>th</sup> to 20<sup>th</sup> planning cycle must be present in the plant on 8<sup>th</sup> of the month and all the quality approvals are done latest by 3 day before the production schedule.
8. If a sales head wants to process an order on urgent basis, then he will have to discuss it with other sales heads and get their agreement to make a change in that planning cycle. Then a CSW need to be written to take approval from the management. On management's approval whole planning will be shifted downwards. Sales team must make sure that required packaging material is available in the store.
9. If any planning needs to be cancelled, then it needs to be discussed to other sales heads and after getting their agreement approval need to be taken from the management by a CSW and the whole planning should be moved upward. Sales team must make sure to arrange packaging material of the new planning that enters current cycle because of cancellation.



Written By  
Head – HR



Approved By  
Management