

Blank Detailed Production Run Sheet

Production Run Date:

Shift:

Supervisor:

Line:

Product Name/Code:

Order Number:

Batch Number:

Planned Production Details

Process Step	Start Time	End Time	Planned Qty	Operator	Remarks

Materials Used

Material Name	Code	Batch/Lot	Planned Qty	Actual Qty	Remarks

Output & Rejects

Output Type	Quantity	Remarks
Finished Goods		
Rejects		
Rework		

Downtime Record

Start Time	End Time	Duration	Reason	Action Taken

Prepared By:

Reviewed By:

Date: