# Daily Production Report

**Purpose:** This document is used to record and review the daily manufacturing output, resource consumption, and any deviations from planned production schedules. It serves as a consistent reporting tool to ensure tracking, transparency, and continuous improvement in production operations.

## Report Information

* **Date:** {reportDate}
* **Shift:** {shift}
* **Prepared By:** {preparedBy}

## Production Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Product** | **Planned Quantity** | **Actual Quantity** | **Deviations** |
| {#productionData}{line} | {product} | {plannedQty} | {actualQty} | {deviation}{/productionData} |

## Material & Resource Usage

|  |  |  |  |
| --- | --- | --- | --- |
| **Material** | **Planned Usage** | **Actual Usage** | **Variance** |
| {#materialUsage}{material} | {planned} | {actual} | {variance}{/materialUsage} |

## Downtime

{#$ downtimeEvents.length == 0}

*No downtime reported for this shift.*

{/}

{#$ downtimeEvents.length > 0}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Machine** | **Start Time** | **End Time** | **Reason** | **Resolved By** |
| {#downtimeEvents}{machine} | {startTime} | {endTime} | {reason} | {resolvedBy}{/downtimeEvents} |

{/}

## Quality Checks

{#$ qualityIssues.length == 0}

*No quality issues were observed during the shift.*

{/}

{#$ qualityIssues.length > 0}

|  |  |  |  |
| --- | --- | --- | --- |
| **Inspector** | **Product** | **Issue** | **Action Taken** |
| {#qualityIssues}{inspector} | {product} | {issue} | {actionTaken}{/qualityIssues} |

{/}

## Notes & Comments

*{notes}*

## Next Steps / Corrective Actions

{#correctiveActions}

* **{assignedTo}:** {action}

{/correctiveActions}