

Daily Production Progress Report Template

Site / Facility	Work Center / Line	Cell / Machine ID	Report Date	Shift	Supervisor	Prepared By

Order and Product Details

Work Order Number	SKU / Part Number	Product Name	Revision	Customer (if applicable)	Planned Quantity for Shift	Takt Time Target	Cycle Time Target (Sec/Piece)

Production Summary (Targets vs Actuals)

Planned Output (Units)	Actual Output (Units)	Variance (Units / %)	First-Pass Yield (%)	Scrap / Rejects (Units)	Rework (Units)

OEE - Availability (%)	OEE - Performance (%)	OEE - Quality (%)	OEE - Overall (%)

Throughput Log

Time Block	Units Produced	Cumulative Units	Shortfall / Overrun (vs. Plan)	Notes

Downtime Log

Start Time	End Time	Duration (min.)	Downtime Code	Root Cause Summary	Corrective Action	Responsible Owner

Changeovers and Setup

Changeover Count	
Total Changeover Time (min.)	
Average Changeover Time (min.)	
Comments	

Quality Metrics

Total Inspected	Defects by Code				Top Defect Root Cause	Containment Action Implemented	Audit / Check Result	Customer Holds / Alerts
	Defect Code	Count	Percent of Output	Disposition				

Material Usage and Inventory

Primary Material	
Secondary Components	
Waste/Yield Low	
Ending WIP	
Ending Finished Goods	
Material Shortages/Expedites	

Equipment and Maintenance

PM Due Today	
Unplanned Maintenance Performed	
Issue Summary	
Spare Parts Used	
Lubrication Checks Complete	
Calibration Checks Complete	

Labor and Staffing

Safety and Compliance

Headcount Planned		Incidents / Near Misses	
Headcount Actual		Incident Summary	
Overtime Hours		Corrective / Preventive Action	
Training Performed		5S / Housekeeping Score	
Safety Brief Completed		EHS Checks Completed	

End-of-Shift Summary

Top 3 Achievements	
Top 3 Issues Impacting Output	
Risk / Escalations for Next Shift	
Improvement Ideas Logged (Kaizen)	
Handover Notes to Next Shift	

Sign-Offs

Line Lead Signature	Time

Quality Signature	Time

Maintenance Signature	Time

Supervisor Approval	Time

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