

# HANDBOOK 03

## Plant Schedule

BOS Master Loop Division Manual — Modular Plant + Multifamily Communities

### 1 Mission & Scope

Plant Schedule controls line loading, station sequencing, and release timing to meet quality, cost, and delivery commitments. Two gate rules apply at all times:

- No line start without confirmed material, labor, and QA readiness.
- No release without quality-gate closure and dispatch alignment.

### 2 Capacity Architecture

Zone	Function
Line A	Structure / shell progression
Line B	MEP, finishes, closeout readiness
QA Hold	Inspection, punch closure, release approval
Dispatch Queue	Approved modules sequenced by site readiness

**Capacity inputs:** available labor by shift, station takt targets, long-lead material status, prior-week rework burden.

### 3 Daily / Weekly Production Rhythm

Cadence	Actions
Daily	Pre-shift safety + production huddle · Confirm station load vs. takt · Track hourly variance, recover same shift
Weekly	Mon — load lock · Wed — variance recovery · Fri — close week + commit next week

### 4 Station Sequencing Rules

- No downstream handoff without a completed station checklist.
- Critical defect = stop-and-correct before progression.
- Priority queue: committed delivery dates → strategic projects → internal buffer.

### 5 13-Week Plant Plan SOP

1. Pull all committed modules by due week.
2. Assign planned line slot and station windows.
3. Validate labor / material readiness per week.
4. Flag yellow / red risk — assign recovery owner.
5. Publish locked 2-week tactical schedule.

## 6 Throughput Risk Escalation

Level	Owner	Window
1	Line Lead	Same shift
2	Production + QA + Maintenance	Within 24 hrs
3	Plant Director / Ops Gate	Within 48 hrs

**Immediate triggers:** output slip >10% vs. weekly target · first-pass yield below threshold 2 consecutive days · critical station downtime >2 hrs.

## 7 KPI Dashboard & Targets

Metric	Target
Weekly Throughput vs. Plan	≥ 95 %
First-Pass Yield	> 95 %
Rework Hours (% of total labor)	< 8 %
On-Time Release to Dispatch	≥ 95 %
Unplanned Downtime (% of shift)	< 5 %

## 8 Required Forms & Controls

- Daily Production Board
- Station Handoff Checklist
- QA Release Form
- Downtime Root-Cause Log
- Weekly Capacity Reforecast

## 9 30 / 60 / 90 Onboarding

Day	Milestone
30	Line architecture + station SOP + safety gates
60	Run weekly cadence and variance control
90	Independently manage line load + KPI targets

## 10 Certification & Sign-Off

Competencies assessed: capacity planning · station control discipline · quality-release governance · escalation judgment.

<b>Result</b>	<input type="checkbox"/> Pass	<input type="checkbox"/> Conditional	<input type="checkbox"/> Fail
---------------	-------------------------------	--------------------------------------	-------------------------------

Plant Director: \_\_\_\_\_ Date: \_\_\_\_\_