

## **Follow-up**

### **Meaning of Follow Up:**

After the dispatching function is completed, processing of various operations has been authorized to begin in time as planned by scheduling department, the follow up is to check the progress of the order undertaken as it is being produced from the first operation until the order is converted into final product. Thus it regulates the progress of material and parts through the production processes.

Follow up is checking the manufacturing activities systematically so that production may be carried out according to plan. It is the measurement of output against plan, analysis of the performance for shortcomings if any and following up the management in order to apply corrective action to prevent excessive shortfall.

Thus Progress Reporting is the function by which one can give an early warning when the actual production deviates from planned production thus making it possible to apply corrective action.

Follow up is the most important part of production control. This step is to ascertain from time to time that the production operations are going on according to the plan. The expeditor or chaser is meant for observing that anything overlooked or not properly executed is set right.

This ensures proper coordination of production activities and plans in order to take corrective action if necessary. Follow up functioning checks and measure the effectiveness of previous production control functions like routing, scheduling and dispatching. Expediting is a special form of follow up or progress reporting.

### **Expeditors are Used:**

- a. To help to eliminate particular difficulties which are throwing production off the schedule.
- b. To speed up the processing of certain orders.

### **In short the purpose of active functions of dispatching and expediting are:**

- (i) To release the production orders at the appropriate time and provide the flow of necessary information.
- (ii) To record the flow of materials and tools and make adjustment if needed.
- (iii) To record progress of production activities and make necessary adjustments.
- (iv) To compare and record amount of work in process with schedule.
- (v) To record the amount of faulty work and rejections, issue orders for the production of replacements.

(vi) To record the machine and manpower idleness and investigate the reasons for it.

(vii) To record the breakdowns, held up or stoppage of production activities and classify them according to:

- Lack of instructions and blue prints etc.
- Lack of input materials and components.
- Work held up due to stoppage at previous workstations.
- Equipment break down.
- Non availability of manpower. **Functions**

**and Purpose of Follow Up:**

Its main function is to bring up together all the variables of production activities and thus to show progress or boost production. It is the duty of follow up people to see whether the production is being performed according to the schedule and to provide feedback on the production data.

**Follow up is done for the following purposes:**

(i) Follow Up for Materials:

Logically it is the duty of the purchase department to ensure that the requisitioned material should reach the requisitioned on or before the date of delivery to meet the production schedule promises.

But in case of very important orders which must be met in time, the follow up section of the production control department, takes steps for collection of the materials. In such cases follow up is accomplished by filing one copy of the requisition slip in a daily follow up file according to the due date the material is to be received.

(ii) Follow Up of Work in Progress:

In case of serialized production, it consists of check on the required materials for specific process and recording the production output of the production deptt. to see whether it is in accordance with schedule. In this case follow up is very simple and can be trusted to daily production records as shown in Fig.

**Daily Production Record**

Date.....

From Deptt. No.....

To Deptt. No.....

Part No.	Description	Quantity	Remarks

In order to meet schedule promises, some priority may be given to the late jobs. In case of job order manufacture, where the different products are produced at the same time, the sequence of orders may be changed in order to meet certain specific situations.

The section in charge or production engineer should be advised by the follow-up man regarding the best sequence in which orders should be taken up in order to provide the completion of the assembly at proper time and place. A time record of job or order showing the start and completion time, number of pieces produced and rejection is made.

**(iii) Follow Up for Assembly and Erection:**

In such situations one follow up man is given the entire responsibility. The various parts and components being manufactured at various work stations may be temporarily stored at those very places so that the follow up man shall release them when the rest of the component parts forming the assembly are ready for final assembly purposes.

In case of very complex and large equipment/products, the work of installation erection and servicing is done at purchaser's place. The requirement will be that the follow up man should be well acquainted with the engineering details, trouble shooting and servicing of the equipment/machine at the consumer's plant.

**Follow up or Progress Reporting can do following tasks:**

- (i) Recording of actual production.
- (ii) Compare the actual production with the planned production.
- (iii) Can measure the production variability.
- (iv) Can report the excessive variance to the production planning department for corrective action.