



MRP Production Schedule Attainment Checklist 2026

Pre-Production Schedule Verification

Ensuring all master production schedules (MPS) are reviewed for accuracy, resource availability, and material readiness before execution begins.

Schedule Review Date

Production Line/Work Center

- ☐ Assembly Line A
- ☐ Assembly Line B
- ☐ Fabrication Unit
- ☐ Packaging Station

Verification Checklist Items

- ☐ BOM Accuracy Confirmed
- ☐ Work Orders Released
- ☐ Shift Handover Completed
- ☐ Tooling Prepared

Planned Order Quantity

Enter a number...

Schedule Discrepancy Notes

Write something...

Production Supervisor Approval

Resource and Capacity Alignment

Validating that machine availability, labor shifts, and tooling requirements align with the planned production timelines for the current period.

Production Shift Date

Enter date...

Production Line/Work Center

- ☐ Assembly Line A
- ☐ Assembly Line B
- ☐ Machining Center
- ☐ Packaging Unit

Available Man-Hours

Enter a number...

Required Resources Verified

- ☐ Skilled Labor Availability
- ☐ Machine Calibration Status
- ☐ Tooling & Jigs Readiness
- ☐ Operator Training Compliance

Capacity Constraint Notes

Write something...

Production Supervisor Approval

Material Availability & Readiness

Confirming that all raw materials, sub-assemblies, and packaging components are physically present and staged according to the production sequence.

Required Raw Materials Verified

- ☐ Raw Materials
- ☐ Sub-assemblies
- ☐ Packaging Components
- ☐ Consumables/Auxiliary Materials

Inventory Buffer Level (%)

Enter a number...

Material Staging Completion Date

Enter date...

Material Readiness Status

- ☐ Fully Available
- ☐ Partial Availability (Pending Incoming Shipment)
- ☐ Critical Shortage Detected
- ☐ Delayed

Material Inspection/COA Documents

 Upload File

Notes on Identified Shortages

Write something...

Real-Time Execution Monitoring

Tracking active work orders against the baseline schedule to identify deviations, bottlenecks, or unplanned downtime as they occur.

Current Shift Date

Observation Timestamp

Work Order Status

- ☐ In Progress
- ☐ Delayed
- ☐ On Hold
- ☐ Completed

Current Production Yield (%)

Identified Bottlenecks or Deviations

Active Delay Drivers

- ☐ Machine Breakdown
- ☐ Material Shortage
- ☐ Labor Unavailability
- ☐ Quality Issue
- ☐ Power/Utility Interruption

Floor Supervisor Verification

Post-Production Performance Analysis

Evaluating completed production runs against the original plan to calculate variance in quantity, timing, and efficiency.

Production Completion Date

Planned vs. Actual Quantity Variance

Production Target Met?

- ☐ Yes
- ☐ No
- ☐ Partial

Analysis of Production Deviations

Write something...

Production Yield Report

 Upload File

Production Supervisor Approval

Variance Root Cause Identification

Documenting specific reasons for schedule deviations, such as equipment failure, material shortages, or labor shortages, for corrective action.

Date of Deviation Discovery

Enter date...

Primary Cause of Variance

- ☐ Material Shortage
- ☐ Equipment Breakdown
- ☐ Labor Unavailability
- ☐ Inaccurate BOM/Data
- ☐ Quality Rejection
- ☐ Supply Chain Delay

Detailed Variance Description

Write something...

Corrective Action Owner

Write something...

Supporting Evidence (Photos/Incident Reports)

 Upload File

Production Supervisor Approval

Schedule Update & Feedback Loop

Updating the MRP system with actual production completion data and adjusting future production windows based on realized performance.

Schedule Update Completion Date

Enter date...

MRP System Update Status

- ☐ Completed
- ☐ In Progress
- ☐ Pending Material Verification
- ☐ Delayed

Adjustments Made to Future Production Windows

Write something...

Affected Work Orders

- ☐ Priority 1 - Urgent
- ☐ Priority 2 - Standard
- ☐ Priority 3 - Low

Production Planner Approval

KPI Reporting & Documentation

Finalizing Attainment Rate metrics, Plan vs. Actual reports, and archiving all relevant data for 2026 compliance and continuous improvement audits.

Report Completion Date

Enter date...

Final Schedule Attainment Percentage (%)

Enter a number...

Total Number of Missed Work Orders

Enter a number...

Reporting Period

- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly

Executive Summary of Performance Trends

Write something...

Attached Variance Analysis Report

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Production Manager Approval

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✔ Finish

🔧 Generate Sample Report