



Monthly Production Report

hashmicro.com

Report Information

Month / Year:

[Month YYYY]

Plant / Facility:

[Location]

Prepared By:

[Name]

Total Working Days:

[Days]

Monthly Output Summary

No.	Product Code	Product Name	Monthly Target	Actual Output	Variance	% Achieved	Avg. Daily Output

Weekly Comparison

Week	Period	Planned Output	Actual Output	Variance	% Achieved	Downtime (Hrs)	OEE %
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							

Resource Utilization

Resource Type	Available Capacity	Utilized Capacity	Utilization %	Idle / Lost Hours	Remarks
Manpower					
Machines					
Raw Materials					

Monthly KPI Dashboard

KPI Metric	Target	Actual	Status (On Track / At Risk / Off Track)
Overall OEE %			
Production Volume			
Defect Rate %			
On-Time Delivery %			
Material Waste %			

Plant Manager Sign-Off

Name: [Full Name]

Signature:

Date: [DD/MM/YYYY]