



Work-in-Progress (WIP) Report

hashmicro.com

Report Information

Report Date: [DD/MM/YYYY]

Plant / Facility: [Location]

Prepared By: [Name]

Production Line: [All Lines / Specific]

WIP Status Overview

No.	Work Order No.	Product Code	Product Name	Order Qty	Completed Qty	WIP Qty	% Complete	Current Stage

WIP Breakdown by Production Stage

No.	Production Stage	No. of Orders in Stage	Total WIP Units	Avg. Time in Stage (Hrs)	Bottleneck (Yes/No)
1	Raw Material Preparation				
2	Cutting / Forming				
3	Assembly				
4	Quality Inspection				

5	Packaging
6	Final QC / Dispatch Hold

WIP Aging Analysis

No.	Work Order No.	Product Code	Start Date	Expected Completion	Days in WIP	Status (On Track / Delayed)	Reason for Delay

WIP Value Summary

Category	No. of Orders	Total WIP Units	Estimated WIP Value (\$)	% of Total WIP Value
On Track				
Delayed (1–3 Days)				
Delayed (>3 Days)				
On Hold				
TOTAL				

Production Planner Sign-Off

Name: [Full Name]

Signature:

Date: [DD/MM/YYYY]