

The Shop Friday Report

Week of Aug 10–16 · prepared for the owner of a ~\$6M precision machine shop running defense work (fictional). Built from the shop system, the quality log, and QuickBooks. Every Friday at 4pm — nobody stays late compiling it.

THREE THINGS THAT NEED YOU THIS WEEK

- 1

Make the 8am call to the anodize vendor — WO-4118's Aug 21 date holds only if the truck arrives Wednesday. SERIOUS · ~\$7,000

The vendor has slipped once already; the PO is attached. At the week's average lot value (~\$7,000), that ship is what's riding on the call.
- 2

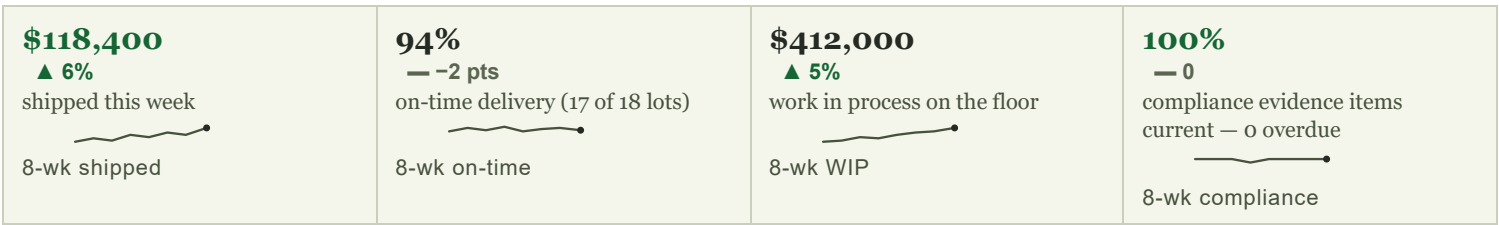
Confirm Lot 4126-B's traceability cert is filed in the lot record — it was missing at final inspection. WATCH · ~\$103K

The report caught it before pack-out; the cert is now scanned and attached. WO-4126 (ITAR) carries roughly a quarter of the \$412,000 on the floor.
- 3

Take the freight miss up with the carrier before next week's bookings — the one true miss wasn't the shop. WATCH · ~\$6,600

Without the 4126-B catch, on-time would have read 89% this week. The lot the carrier delivered late is worth ~\$6,600 at the week's average.

THE WEEK IN FOUR NUMBERS — WITH THE EIGHT WEEKS BEHIND THEM



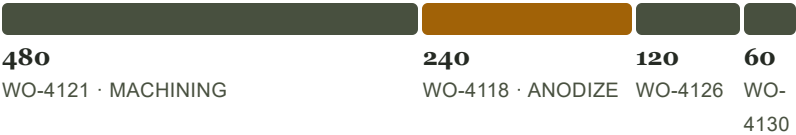
WORK ORDERS — DUE DATES AGAINST THE FLOOR, MARGINS FROM ACTUALS

WORK ORDER	QTY	DUE	MARGIN	— 25% TARGET	STATUS
WO-4118 · pump housings	240	Aug 21		31%	at anodize — see item 1 above
WO-4121 · actuator brackets	480	Aug 28		27%	in machining, on plan
WO-4126 · valve bodies (ITAR)	120	Sep 4		34%	material certs logged at receiving — see item 2 above
WO-4130 · repair kits	60	Sep 11		22%	quoted thin to keep the cell loaded

COMPLIANCE LOG — THE UPKEEP, TRACKED LIKE A JOB INSTEAD OF A MEMORY

EVIDENCE ITEM	LAST DONE	NEXT DUE	STATUS
Quarterly access review	Aug 8	Nov 7	done, filed
Security awareness training	14 of 15	Aug 22	1 new hire outstanding — reminder sent
Media & backup log	nightly	—	current, checked automatically
Visitor log export	Aug 15	Aug 22	files itself weekly

THE FLOOR — 900 PIECES ACROSS FOUR WORK ORDERS



ON-TIME — 18 LOTS SHIPPED



- \$412,000 of work in process sits behind these four orders.
- WO-4118's 240 housings are out at the anodize vendor (item 1).
- WO-4126's material certs logged at receiving; 4126-B cert re-attached (item 2).