

DAILY SHIFT READINESS CHECKLIST

Use this tool at the start of each shift to confirm that people, information, and equipment are ready to run. Scan the checklist quickly, note any gaps, and address issues before work begins. Consistent use reduces slow starts, removes friction, and creates a more predictable shift.

1 PRIORITIES & ALIGNMENT

- ☐ Top 3 priorities confirmed
- ☐ Why priorities matter explained
- ☐ Risks or constraints identified
- ☐ Expected outcomes understood

2 TEAM READY

- ☐ Roles assigned; coverage confirmed
- ☐ New/break-in operators supported
- ☐ Work instructions at station
- ☐ No repeated clarifying questions
- ☐ No "let me check..." hesitation

3 INPUTS READY

- ☐ Materials/components available
- ☐ Specs/tolerances confirmed
- ☐ Work orders current + clear
- ☐ No missing approvals/updates
- ☐ Quality checkpoints understood

4 EQUIPMENT & PROCESS READY

- ☐ Equipment inspected + safe
- ☐ Prior-shift issues closed
- ☐ Tools/fixtures in place
- ☐ Changeover steps complete
- ☐ Standard work visible + consistent

5 COMMUNICATION CLEAR

- ☐ Priority changes explained with context
- ☐ Escalation rules understood
- ☐ Handoff includes status + risk
- ☐ No unresolved questions at startup

6 HIDDEN FRICTION CHECK

Mark anything observed:

- ☐ Missing/unclear inputs
 - ☐ Repeated clarifications
 - ☐ Work slowing at same points
 - ☐ Task depends on a single expert
 - ☐ Informal/tribal steps needed
 - ☐ Coordination gaps (maintenance/support)
- Friction Type:** ☐ Input ☐ Communication
☐ Process ☐ Confidence ☐ Coordination

7 SHORT-INTERVAL FOLLOW-UPS

- ☐ SIC intervals scheduled (2–3 per shift)
- Ask each interval: "Where is work slowing right now?"*
- ☐ Quick corrective actions captured

NOTES

Supervisor: _____

Date: _____

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