

OPERATIONAL RESET CHECKLIST

A quick diagnostic to help manufacturers assess what needs to be reset, realigned, or recalibrated to strengthen performance.



Daily Management & Leadership Discipline

- ☐ Tiered meetings are happening at the correct times and with the right cadence.
- ☐ Shift handoffs are consistent, documented, and outcome based.
- ☐ KPIs are reviewed daily and used for decision-making.
- ☐ Escalation paths are followed without exception.
- ☐ Corrective actions are assigned clear owners and deadlines.
- ☐ Supervisors lead with a consistent set of expectations.



Flow & Throughput

- ☐ Throughput targets are current and realistic.
- ☐ Cycle time or TAKT time is known and measured accurately.
- ☐ Production bottlenecks are identified and tracked.
- ☐ Capacity utilization is within acceptable ranges.
- ☐ Startup performance is monitored at the beginning of every shift.



Maintenance & Reliability

- ☐ Unplanned downtime is tracked and categorized.
- ☐ PM compliance meets established targets.
- ☐ MTBF and MTTR trends are monitored and understood.
- ☐ Equipment health risks are documented and prioritized.
- ☐ Operators and maintenance communicate effectively about recurring issues.

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Quality & Process Stability

- ☐ First Pass Yield (FPY) is tracked by product or line.
- ☐ Scrap and rework causes are documented and reviewed regularly.
- ☐ Quality inspection points are clear and followed consistently.
- ☐ Standard work is up to date and in use.
- ☐ Customer complaints or returns are reviewed with cross-functional teams.



Schedule & Delivery Discipline

- ☐ Schedule attainment is measured daily.
- ☐ Production plans match actual capability.
- ☐ WIP levels are controlled and visible.
- ☐ On-time delivery to internal or external customers is monitored.
- ☐ Variances between plan and actual are reviewed for root causes.



Performance Visibility & Systems

- ☐ KPIs are visible to every shift, in the same format.
- ☐ Leaders use the same version of the numbers.
- ☐ Data is available quickly enough to act on it.
- ☐ Shift performance is reviewed with consistency and clarity.
- ☐ Digital tools support accountability across teams.



How to Use This Checklist

Conduct this assessment during weekly leadership reviews, shift startups, or after any period of performance drift. Mark items that need attention, assign owners, and follow up within 48–72 hours. Use the checklist to anchor your Operational Reset and maintain alignment moving forward.

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