

Daily Shopfloor Review

SQDC Board & Actions

Run the daily standup, capture the day's issues, and assign each with an owner and an escalation path.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
Scan to open · flowdit.com

Area / cell		Date	
Shift		Team lead	

Daily review (SQDC)	Green	Red	N/A	Notes
Safety: incidents, near misses, hazards				
Quality: defects, holds, complaints				
Delivery: plan vs actual, backlog				
Cost: scrap, overtime, downtime				
People: attendance, skills, issues				

Actions & escalations

Escalate what can't be solved at the board.

#	Issue	Owner	Due	Escalate?	Status
1					
2					
3					
4					
5					
6					
7					
8					

Acceptance decision

Rule: every red needs an owner and an action before the board is closed.

Board status: ☐ All green ☐ Actions assigned ☐ Escalated

Team lead

Area manager

Name / Signature / Date

Name / Signature / Date