# Handoff Criteria – Development to Sustaining / MSAT

This document summarizes the gating criteria for transitioning ownership of a production process from a development team to a sustaining/MSAT team. It is designed to be used in conjunction with:

* process\_readiness\_tracker.xlsx
* process\_maturity\_scorecard.xlsx
* engineering\_ownership\_matrix.xlsx

## 1. Scope & Process Definition

* Process scope documented (including operation-level intent and integrated flow dependencies)
* Standard run configuration defined and validated
* Rework conditions and corrective SOPs defined

## 2. Documentation & SOPs

* SOPs for production, rework, PM, and tool qual are finalized and version-controlled
* Process parameters and control windows are documented and linked to recipe versions
* Equipment configuration, consumables, and automation infrastructure documented in transfer package

## 3. Infrastructure & Systems Setup

* MES integration tested (run logging, routing, automation triggers)
* SPC charts populated with production run data (30-day window preferred)
* FDC charts enabled and alarm limits reviewed
* Batch record template reviewed by QA

## 4. Baseline Metrics Established

* SPC: >90% pass rate sustained over prior 30 days
* PM schedule defined and adhered to for 2 consecutive cycles
* Inline defect rates stable with no critical excursions unaddressed
* Rework rate, if applicable, monitored and trending downward

## 5. Training & Ownership

* Training matrix populated and tracked (see training\_completion\_matrix.xlsx)
* All critical SOPs acknowledged by receiving team
* Engineering task ownership matrix reviewed and aligned (see ownership\_matrix.xlsx)
* Open issues clearly tagged for follow-up (if gating items incomplete, flag reason)

## 6. Final Review Sign-Off

* Transfer package reviewed and approved by receiving team
* Handoff review completed with Dev, Sustaining, and QA
* Readiness criteria reviewed against scorecard.xlsx and all Level 3+ categories satisfied
* Change log created to track late-stage updates or exceptions

Use this template as a formal record of handoff status and rationale for ongoing support alignment.

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| **Version** | **Description** | **Author** | **Date** |
| v1 | New Handoff Criteria template created | J. Villanueva | 6/25/25 |
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