

Example Scorecard PDF - Changeover 3

Overall: PASS

Deco 4 - 7/12/25 1:50AM
Lead: John Smith

✓ What Went Well This Run

The team demonstrated excellent coordination and preparation with all necessary tools and materials staged properly, resulting in smooth execution of complex procedures with minimal idle time and no mechanical re-work required.

✗ What Could Be Improved This Run

Flashlight confirmation during cleaning processes was inconsistent, and the final quality verification documentation was not captured on video, suggesting room for improvement in verification protocols.

Phase 1

Avg Score: 8

Overall, this phase was successful. The equipment adjustment and manual labelling were conducted quickly and correctly, but there was room for improvement on the raw material inspection.

Nice One! 🌟

Equipment Adjustment	The equipment adjustment phase was executed well, with skilled workers ensuring precise assembly of components, contributing to a successful product outcome.	Score: 8
Manual Product Assembly	The manual product assembly was effective, with workers efficiently assembling components to create a high-quality finished product.	Score: 6
Raw Material Inspection	Raw material inspection showed some inconsistencies; improvements are needed to ensure all materials meet quality standards before production.	Score: 3
Manual Labeling	Manual labeling was performed accurately, finalizing the products without issues, showcasing the team's attention to detail.	Score: 8

🌟 Phase 1 Recommendation

Check to make sure everyone is staying motivated on the floor, especially during early hours.

Phase 2

Avg Score: 8

Overall, this phase faced significant challenges. The equipment adjustment and manual labeling were delayed and not executed properly, leading to critical issues during the raw material inspection that require immediate attention.

Room For Improvement 💬

Sorting And Arranging	Sorting and arranging of components was handled meticulously, facilitating a smooth assembly process and enhancing overall efficiency.	Score: 8
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🌟 Phase 2 Recommendation

Try implementing longer breaks between shifts so operators have time to reset!