

NEW DIRECTIVE: POSTED 11/27/24

GOAL:

Ensure all staff on each shift are fully aligned for the goals and flow of the shift.

DIRECTIVE:

EACH SHIFT MUST EXECUTE A PRE SHIFT MEETING AT AP

This meeting should last no more than seven minutes.

This meeting should be directed by Packaging Lead or AP Lead Certified staff only.

Checklist for the meeting:

- 1) Announce Speedy Numbers
- 2) Who are AP, PKG, LM, HA, and HU leads and who are their backups?
- 3) Who will be pulled to help PKG and AP?
- 4) Who are the 100% Rollers?
- 5) Announce the Daily Production Goal
- 6) How many packages must be finished to hit that goal?
- 7) How many grams are in each package?
- 8) What is the SKU and packaging for each? Set an example of each out on front table?
- 9) Any Special info/announcements?

WHY ARE WE DOING THIS?

We must ensure that 100% Rollers are rolling 100% of the time.

Production numbers are best when the rolling team is 100% focused on the single task of rolling.

We must ensure that X% Rollers are rolling the highest % of the time possible.

Production numbers are best when the rolling team is 100% focused on the single task of rolling.

The PKG and AP Leads have a deep understanding of the flow of the line, and have been trained in the best methods to push production numbers. They alone will dictate when Rollers are pulled.

An understanding of the scope of the full shift allows staff to perform with confidence.

Ensuring our staff understand the shift as a whole reduces the number of 'Shoulder Taps' on Leads and Setup.

Ensuring our staff understand the shift as a whole reduces downtime.

Ensuring our staff understand the shift as a whole allows them to catch mistakes.