ASAKAI STANDARD PRACTICE CHECKLIST

Preparation (Pre-Meeting)

[ ] **Data Accuracy:** Have yesterday's performance metrics (OEE, scrap, downtime, etc.) been updated on the board?

[ ] **Visual Management:** Are the charts and color codes (Red/Green) clearly visible and current?

[ ] **Leadership:** Has the meeting leader (moderator) for the day been designated?

Execution (During the Meeting)

[ ] **Punctuality:** Did the meeting start exactly on time? (Target: 0-minute delay)

[ ] **Stand-up Format:** Are all participants standing and focused around the board?

[ ] **SQCDP Alignment:** Were the pillars of Safety, Quality, Cost, Delivery, and People addressed in order?

[ ] **Proactive Focus:** Beyond "what happened," were today's potential risks ("what could go wrong") discussed?

[ ] **Efficiency:** Was the meeting completed within the 15-minute time limit?

Outcomes & Action (Post-Meeting)

[ ] **Action Logging:** Were specific "Action Items" created for the problems identified?

[ ] **Accountability:** Is there a single designated owner assigned to each action?

[ ] **Deadlines:** Has a clear completion date (deadline) been set for every task?

[ ] **Closing & Alignment:** Did the team disband with positive energy and a clear roadmap for the shift?