

Daily Operations Review (DOR) Meeting

Purpose:		Review previous day's production and action plans to address systemic issues.		Participants:	PM (chair), MC/Artisan , TL, Qu, SC, Digistics	
Agenda		Objective	Outcome	Preparation Required		
				Info Format or Visuals	"A"	Record Where
1	Safety and Culture short	Discuss incidents / Near misses/ Tool box talk or concerns	Add actions to gap list	Verbal Reporting/ Tool box talk/ Notice of incidents	PM	DOR Gap Action Log
2	Previous day's actions	To discuss issues from previous 24 hours	Actions plans agreed	Read 24hr gap list for previous day	TL	DOR Gap Action Log
3	KPI review	1. Ensure actions in place to address issues not covered by AC plan 2. See if triggers prompting corrective action 3. To see if problem solving is leading to root cause elimination	1. Add action to AC plan 2. Ensure reaction to set triggers 3. Plan further investigation if root cause not found/ eliminated	1. Daily Production Confirmation Report 2. Completed 5Y's	TL	DOR Gap Action Log/ VM Boards
5	5Y Compliance and Quality	To review 5why's - Compliance based on triggers - Quality ito root causes	Actions plans put into place	Verbal Reporting	MC	DOR Action Log
6	Quality Performance -	1. Ensure actions in place to address issues not covered by AC plan 2. See if triggers prompting corrective action 3. To see if problem solving is leading to root cause elimination	1. Add action to AC plan 2. Ensure reaction to set triggers 3. Plan further investigation if root cause not found/ eliminated	1. QMS report 2. (additional report?)	Qu	DOR Action Log
7	Issues for Escalation	Discuss issues not able to be resolved at L2 to L3 meeting	Issues noted on DOR Board	Verbal Reporting	TL	DOR Action Log
8	Gap list Recap	Review and clarify agreed actions for the day	Everyone knows what they need to do as agreed	MDT Gap list Book	PM	DOR Action Log
9	Code of Conduct Review	Develop teamwork by reviewing adherence to Code of Conduct and revising where needed	Code of Conduct revised or improvement actions noted in action plan	Discussion with team	All	DOR Action Log