Shift handover

At shift change, the outgoing lead gives the incoming lead the current downtime log and open work orders.

Logging an interruption

Record the equipment identifier, time of interruption and work order number in the downtime log.

Purchase references

Use the Line Seven cost center for approved emergency repair orders. Attach the work order to the purchase request.

After-hours repair approval

For Line Seven conveyor repairs after hours, the on-duty shift lead or operations manager may approve the emergency repair order. Record the approver and work order number in the downtime log.