

TIER	AREA / TEAM	LEAD	WEEK OF	HUDDLE TIME
1 cell · 2 area · 3 site				15 min, standing

SQDCP — HOW YESTERDAY WENT

	MEASURE	WHAT WE COUNT	MON	TUE	WED	THU	FRI	SAT	SUN	MISS — REASON AND IMMEDIATE ACTION
S	SAFETY	<i>Incidents, near misses, unsafe conditions</i>								
Q	QUALITY	<i>Defects, escapes, first-pass yield</i>								
D	DELIVERY	<i>Schedule attainment, late lines</i>								
C	COST	<i>Overtime, scrap, expedite</i>								
P	PEOPLE	<i>Attendance, coverage, training</i>								

Green = met the standard. Red = did not. Red is information, not blame — every red gets a name and a date before the huddle ends.

ACTIONS — OWNED, DATED, CLOSED

#	ACTION	OWNER	DUE	STATUS
1				
2				
3				
4				
5				
6				
7				
8				

ESCALATION — WHAT GOES UP A TIER TODAY

ISSUE	BLOCKED BY	ESCALATED TO	RESPONSE DUE

Escalate when the team cannot close it inside 24 hours with the resources it controls. The tier above owes an answer by the next huddle, not a meeting invitation.