

## COVID 19 RECOVERY SUPPORT - PRODUCTION AND OPERATIONS CHECKLIST

<b>Process Flow and Layout Considerations</b>	Have all processes been reviewed and plans in place to allow for 2m separation?
	Where separation is not possible, have alternative solutions been implemented (barriers, visors etc)?
	Have secondary sources of support for key processes (sub con) been identified for contingency purposes?
	Have customer specifications or delivery expectations changed and are plans in place to implement the changes?
<b>Operating procedures</b>	Have processes been reviewed to identify key workers with process critical skills/ knowledge?
	Have key critical processes been documented to mitigate staff absence?
	Have training plans been established to mitigate risks of key staff absence?
<b>Demand Profile</b>	Have processes been reviewed to allow planning for demand fluctuations and material/ component constraints?
<b>Processes Adaptation</b>	Have processes been reviewed to plan for adaptations supporting diversification?

<b>Supply Chain Considerations</b>	Has the current materials and component stock position been established?
	Has a communication link with key suppliers been established to alert of future disruptions?
	Has the stock position been reviewed against current demand profile and stock balancing activity planned?
	Has the supply base been reviewed and C19 risks identified?
	Has a mitigation plan been prepared?

<b>Business Continuity</b>	Have the business risks been reviewed and global pandemic included?
	Has the business impact assessment been conducted?
	Have decisions been made as to course of action required to mitigate risks?
	Are plans in place to implement mitigating actions?
	Has training been completed to support the continuity plans?

<b>Diversification and Strategy</b>	Has a review of the current strategic position been completed?
	If a shift in strategic direction is required has this been planned and communicated across the organisation?
	Have the opportunities for diversification been identified and are there plans in place to implement the changes required.
	Has the wider business/market/sector impact of the pandemic been reviewed and impacts assessed?