TagglQ

Production Handoff Checklist

Readiness worksheet from approved order to production floor

JOB NUMBER

CUSTOMER

DUE DATE

ORDER STATUS

PRODUCTION OWNER

STATION / MACHINE

Ready to run?

Readiness check	Ready?	Owner	Blocked next action	Due	Sign-off

Modern handoff rule

One owner

every blocked item has a named owner

One record

quote, proof, PO, sizes and notes agree

One decision

ready, blocked or scheduled with reason

Handoff sign-off

SALES / CS OWNER

PRODUCTION ACCEPTED BY

DATE