HANDBOOK 05

Automation Friday Timeline

BOS Master Loop Division Manual

Modular Plant + Multifamily Communities

1. Division Mission & Scope

Automation Friday Timeline is the weekly control mechanism keeping SOP execution, automation reliability, and cross-functional issue closure synchronized.

- Every Friday ends with a locked next-week automation action plan
- No exception remains ownerless after control meeting close
- Critical automation drift is escalated same day

2. Weekly Governance Model

Phase	Timing	Purpose
Input Collection	Mon–Thu	Gather uptime, deviation, exception, QA, safety, throughput data
Pre-Review	Thu PM	Validate data quality + confirm issue ownership
Control Meeting	Friday (fixed)	KPI review, exceptions, SOP changes, resource decisions
Closeout	Fri EOD	Publish owners, due dates, KPI deltas

Required Weekly Inputs

Automation uptime report • SOP deviation log • Exception register • QA defect correlation • Safety/incident cross-check • Throughput variance report

3. Friday Control Agenda

Item	Focus
A	KPI review vs. target (uptime, defects, throughput, exception aging)
B	Top 10 open exceptions by risk score
C	SOP drift and proposed change approvals
D	Resource decisions (maintenance, engineering, training)
E	Next-week commit plan lock

4. Exception Management

Each exception requires: **ID, Owner, Root Cause Category, Due Date, Risk Tier**.

Risk Tier	Root Cause Categories
Critical	Hardware fault • Software logic defect
High	SOP non-compliance • Training gap
Medium	Material/spec mismatch
Low	External dependency

Critical exceptions cannot carry over without executive acknowledgment.

5. SOP Change Control

Step	Action
1	Submit proposed change with evidence + impact statement
2	QA + Safety + Ops review
3	Pilot validation (if required)
4	Approval and version release
5	Training update and effective-date publication

Non-Negotiable: No SOP change goes live without version stamp and owner sign-off.

6. Escalation Protocol

Level	Response Window	Action
1	Same day	Owner correction
2	Within 24h	Function leads engage
3	Within 48h	COO / Executive gate

Immediate Escalation Triggers

- Uptime below floor target 2 consecutive days
- Critical defect linked to automation logic
- Safety event tied to SOP drift or automation behavior
- Exception backlog exceeds threshold without closure velocity

7. KPI Dashboard & Targets

KPI	Target
Automation Uptime	≥ 95%
Open Critical Exceptions > 7 days	0
SOP Drift Events	Down trend MoM
Exception Closure SLA Compliance	≥ 90%
Throughput Loss from Automation Issues	< 5%

8. Required Forms & Controls

Automation Friday Agenda Pack • Exception Register (live) • SOP Change Request Form • Closure Verification Log • Next-Week Commit Plan Sheet

9. 30/60/90 Onboarding

Day	Milestone
30	Learn governance model, exception taxonomy, reporting templates
60	Run Friday agenda and produce clean closeout packs
90	Independently drive exception backlog down; maintain KPI floors

10. Certification & Sign-Off

Assessment Areas

- Agenda discipline and facilitation quality
- Exception triage and closure control
- SOP governance and versioning discipline
- KPI interpretation and escalation judgment

Result	■ Pass ■ Conditional ■ Fail		
Automation Lead	______________________	**Date**	__________
Operations Director	______________________	**Date**	__________