



# Holiday Preparation Checklist



- Discover shutdown dates.
- Ensure sufficient inspected inventory is on-site for any extra production occurring before the shutdown.
- Have staff communicate upcoming vacations and times unavailable to you so you can arrange for staff coverage.
- Make sure staff covering is familiar with every part they will be providing coverage for.
- Ensure all quality checklists are up to date so that the covering staff inspects properly to the most current standards.
- Prepare staff for any production changes occurring over the shutdown.

## Pro Tip

Hire Team Quality Services, and we handle all of this on your behalf, so you can enjoy your holiday.

