

Capacity Recovery Checklist

Five steps to recover capacity before you hire — in this order.

Step	What to do	What to measure	Done ✓
1	Set a daily throughput target; log actual at end of shift for two weeks	Throughput target vs. actual by day; which cell misses	
2	Log every defect: where found, where caused, rework hrs, scrap; rank by cost; fix #1	Top defect by total cost	
3	Kanban cards on the top 30 stockout items	Stockouts per week	
4	Write the one-page SOP for the job behind defect #1	Defect #1 recurrence	
5	Productivity timer at the bottleneck cell	Real cycle time vs. schedule assumption	