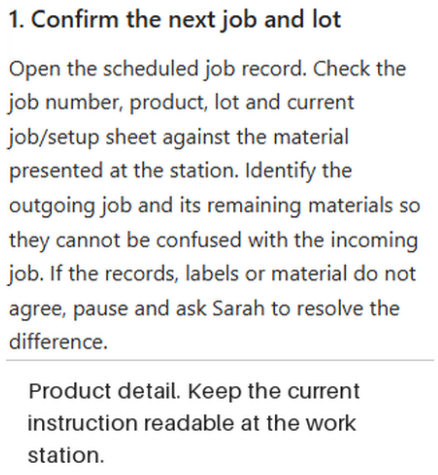
DO THE JOB THE STANDARD WAY AND RECORD IT

Give the team a concrete readiness check for each job

Confirm the selected materials, tools, permits and first-piece plan before work begins. Explicit prerequisites let the assigned person identify what is ready and which item needs attention next.

Confirm readiness (when selected) > Do the job with the instruction and record completion > Accept the work (when selected)

SkillSmith · Keep the current instruction readable beside the work



SkillSmith · Record the preparation required before starting



SkillSmith · Keep the acknowledgement with the assigned instruction



Keep the current instruction readable beside the work

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Confirm readiness; Do the job with the instruction and record completion	Respond with deviations, first-piece check, first-piece plan and materials.
Team lead	Accept the work	Respond with accepted / returned and feedback.

Name the prerequisite that needs attention

In a worked example, a selected prerequisite is missing; the readiness response records the gap rather than letting a generic completion entry stand in for readiness.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Work instruction and Completion form	Open the selected material for this occurrence.
Recorded response	materials, tools and permits	Save the response with its work context.
Review point	the readiness gate variant is selected	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Do the job the standard way and record it

Bring work instruction and completion form into the prepared work. Assigned team member and Team lead each receive the context needed for their part.

01 Confirm readiness

When the readiness gate variant is selected, record materials, tools, permits and first-piece plan.

02 Do the job with the instruction and record completion

Record steps confirmed, first-piece check, deviations and photos.

03 Accept the work

When the acceptance variant is selected, record accepted / returned and feedback.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Do the job the standard way and record it

A defined job - a changeover, a store opening, a deep clean - is done with the current work instruction, its completion record and first-piece checks are captured, and the lead accepts it when the site wants a gate. When the readiness gate is on, the job cannot start before readiness is confirmed.

Line 2 changeover (machinists)

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Work instruction The task uses this material	The current work instruction.
Completion form The task uses this material	The completion record with the job's checks.
Readiness The task uses this material	Optional: the readiness checklist (materials, tools, permits, first-piece plan); binding it turns the gate on.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose work instruction and completion form from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member and team lead for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Confirm readiness”; “Accept the work”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains materials, tools, permits and first-piece plan. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring work instruction and completion form. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when the readiness gate variant is selected. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

Completion record on file; accepted when the variant requires; a failed check is recorded as needing correction.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
Missing prerequisites are discovered after the work is assigned.	Make prerequisites and required resources visible in the prepared task plan.
Each assignment requires recreating its instructions and fields.	Choose a prepared task with its resources, response fields and next steps already defined.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- What must be confirmed before this prepared job can begin?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact