ASSURED DIGITAL

MANUFACTURING / OPERATIONS

Supplier interruption card

Approved quantity and restart handover

COMPLETED PRACTICE RECORD

1	**0h: contain** Production and Quality	Portal offline. Mark affected orders and confirm where the last approved specification can still be used.
2	**4h: agree** Customer lead	Customer accepted 60 units instead of 80. Log the approval and the next update time.
3	**24h: reconcile** Despatch supervisor	25 units already left. Match the manual log to ERP and release only the remaining 35.
4	**Restart** Process owner	Confirm labels, scanners, network and carrier handoff before signing off normal release.

Customer update: We have confirmed the revised quantity and will update you by 3pm with the remaining despatch timing.

USE IT ON YOUR NEXT JOB

What can safely continue?

_____

Who owns restart and the next update?

_____

Owner _____ Evidence reference _____

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Your working record

Type in the shaded fields or print a copy for your team.

01 Supplier, affected order IDs and deadlines

Use internal references and record which commitments are affected.

02 Stock and agreed quantities

Record original, customer-approved, already despatched and remaining quantities.

03 Approved workaround and limit

Record approved revision, authoriser and when to stop using the workaround.

04 Customer decision and next update

Record the approval reference, named owner and time of the next customer update.

05 Evidence needed before release

Reconcile ERP, manual records, labels, scanners and carrier handoff.

06 Release or hold, signed by

Name who can restart and record the date, time and outstanding exceptions.

Keep sensitive material in approved systems. Record references here.