

Duty Manager Decision Log

High-Purity Filling Line — Overnight Anomaly
Training Material — Entegris DDD Programme

Date / Time of Decision:

Decision Made By:

SITUATION SUMMARY (2–3 sentences max)

DATA USED TO DECIDE

- 1.
- 2.
- 3.
- 4.
- 5.

DATA WE DIDN'T HAVE (and how we handled the gap)

DECISION MADE

☐ Continue with
safeguards

☐ Halt for maintenance

☐ Escalate to senior team

DECISION RATIONALE (why this, why now)

TEMPORARY CONTROLS IMPLEMENTED

TRIGGER FOR STOPPING (if continuing operations)

We will halt immediately if:

72-HOUR RECOVERY ROADMAP

Within 2 hours:

Within 24 hours:

Within 72 hours:

COMMUNICATED TO

☐ Shift Supervisor — by: _____

☐ Quality Team — by: _____

☐ Plant Manager — by: _____

☐ Customer Service — by: _____