

Stakeholder Communication Plan

SBAR Framework — High-Purity Filling Line

Training Material — Entegris DDD Programme

Communicator Name: _____

Time of Communication: _____

SBAR stands for: Situation — Background — Assessment — Recommendation

Use this structure to deliver a clear, concise stakeholder update in under 2 minutes. Fill in each section before you speak.

S

SITUATION — What is happening right now?

"At [time], the [line name] began showing [describe anomaly]. As of now: ____"

B

BACKGROUND — What context does the listener need?

"This line handles [product]. Normal parameters: [X]. Last maintenance: [X] days ago. Staff on site: [X]."

A

ASSESSMENT — What is your analysis of the situation?

"Our assessment: ____ Key risk if we continue: ____ Key risk if we halt: ____"

R

RECOMMENDATION — What do you need?

"We recommend [decision] because _____. We need [approval/awareness] from [name] by [time]."

WHO GETS THIS UPDATE

☐ Shift Supervisor — by: _____

☐ Plant Manager — by: _____

☐ Quality Team — by: _____

☐ Customer Service — by: _____

Communication Method:

☐ Phone call

☐ WhatsApp / Text

☐ Email

☐ In person