

PREPARATION PLAYBOOK

Preparing for Stage 2

What selected manufacturers prepare before the Readiness Execution Session

IN ASSOCIATION WITH



This playbook sets out what to prepare, who attends and how the information will be reviewed. Work through the ten checklists with the same information you submitted at intake; each one maps to a readiness table in Stage 2.

1 • Factory position checklist

- Current factory position and facility status
- Licenses and regulatory position
- Land, lease or ownership position
- Operating constraints

2 • Asset register checklist

- Equipment list and production lines
- Installed capacity and current utilization
- Maintenance condition
- Expansion potential

3 • Past performance & operating record

- Production, sales and delivery record
- Quality and downtime record
- Cost structure and margin position
- Supplier performance and working capital cycle

4 • Technology-to-performance checklist

- Assessment outputs and technology needs
- Data availability and system integration
- AI or automation opportunity
- Expected improvement in productivity, cost, quality and control

5 • Capacity & National Industrial Value

- Current and planned capacity after improvement
- Efficiency gain and revenue impact
- Local sourcing and ICV relevance
- Larger orders, new markets and export opportunities

6 · Financial, legal & compliance checklist

- Financial statements and banking position
- Existing obligations and material liabilities
- Corporate documents, shareholder structure and contracts
- Compliance position and governance

7 · Capital-use & implementation checklist

- Capital required, CAPEX and working capital needs
- Use of funds and commercial assumptions
- Implementation timeline and monitoring mechanism
- Expected operational and financial impact, with risk controls

8 · EDB-facing readiness note (where applicable)

- Preparation organised to a reviewable standard ahead of any EDB review
- EDB retains its independent eligibility, assessment and approval mandate
- This preparation does not imply EDB eligibility, approval or financing commitment

9 · Stage 2 attendance requirements

- Confirm the attendees listed below can join the working session
- Bring source documents and the completed intake status
- Nominate one decision-owner for follow-up actions

10 · Expected output from the execution session

- A Manufacturer Bankability Map across the four readiness areas
- Identified ready position, gaps and evidence needs
- A post-session action route with owners and timeline

Required attendance for Stage 2

Role	Why they are needed
Company Decision-Maker	Owns decisions and signs off the action route.
Operations Lead	Speaks to factory position, capacity and operating record.
Finance Lead	Provides financial clarity and capital-use logic.
Technology / Digital Lead	Connects assessment outputs to performance improvement.
Legal / Compliance Rep (where available)	Confirms legal clarity, contracts and compliance.

The objective

Move each serious manufacturer into a clear next-step route, not a one-off discussion.