

Check Sheet

- What** A Check Sheet is a tool used to determine how often something happens. It helps to separate the “fact” from “opinion.”
- When** Use a Check Sheet when you need to gather data based on sample observations to detect variation patterns in a process. It is usually one of the first places to start the process improvement cycle after the issues have been determined.
- How**
- Select the right team:** Members should be chosen for their working knowledge of the process under consideration.
 - Identify the topic:** Identify the topic and the time period of collection. Create precise operational definitions for each category to guide the data collectors.
 - Create the table:** Design a collection form that is clear and easy to use. Make sure all columns are clearly labeled and there is room for entering the data.
 - Train the Collection Team:** Don't assume that the definitions are enough to be clear. Hold a training session for the data collection team to ensure that they collect the data in the same way consistently.
 - Collect the data:** Collect the data consistently and honestly. Make sure there is plenty of time for data gathering and observation. Ensure all data collectors receive the same training.
 - Conduct analysis of the data:** Select a chart for presentation, Pareto or Histogram. If you have samplings from different machines, persons, or shifts, chart each group, stratify the data and create a single chart for the study.

Line\Shift		1	2	3
Mill	1	44	40	12*
	2	30	18*	46
Stamp	1	28	22	32
	2	30	29	30
Trimming		55	54	56

Mill 1: 12* Line down for maintenance
 Mill 2: 18* Line down for maintenance

CAUTION!

- Ensure data collectors use the same check sheet, in the same way.
- Ensure all data collectors understand the operational definitions.
- Ensure all data collectors are trained at the same time or by the same person.