

Check Sheet

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Check Sheet

The check sheet is a simple data collection tool that allows for future analysis and graphing using tools such as pareto chart, time line chart, bar chart, pie chart and many others.

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- First review the issue at hand and come up with the major issues that are thought to be associated.
 - In this example it is defective parts in area 102 in an operation that runs three shifts 24 hours and 4 days a week making the same parts on a continuous machine. Machines do not run on Fridays nor weekends.

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- So the data collection issues are type of defect: Chips, cracks, and warped.
- The time frame is
 - Shift 1, 2, or 3 on
 - Days Monday, Tuesday, Wednesday, or Thursday.

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- Let's create a form for data collection.
 - With 12 time frames and 3 types of defects we will place the paper in landscape format and create totals for the data.
 - Probable totals are: Defect type, total by shift, total by day, individual shift on a day.

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	Monday			Tuesday			Wednesday			Thursday			Total
	1	2	3	1	2	3	1	2	3	1	2	3	
Chips	II			I			I				I	II	7
Cracks	IIII	III	I	I	IIII			III			III		19
Warped	II	I				I			I			I	6
Total individual shift	8	4	1	2	4	1	1	3	1	0	4	3	
Total by Day	13			7			5			7			
Total by shift		1:	12										
		2:	14										
		3:	6										

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- From this simple tool there are several items to discuss further.
 - Start-up on Monday is particularly poor.
 - Cracks are the largest defect (59%).
 - Shift 3 has half the defects the other 2 shifts have.
 - Monday defects are over 40% of the total week's defects.

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Thank You for watching.

Further questions can be directed to:
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