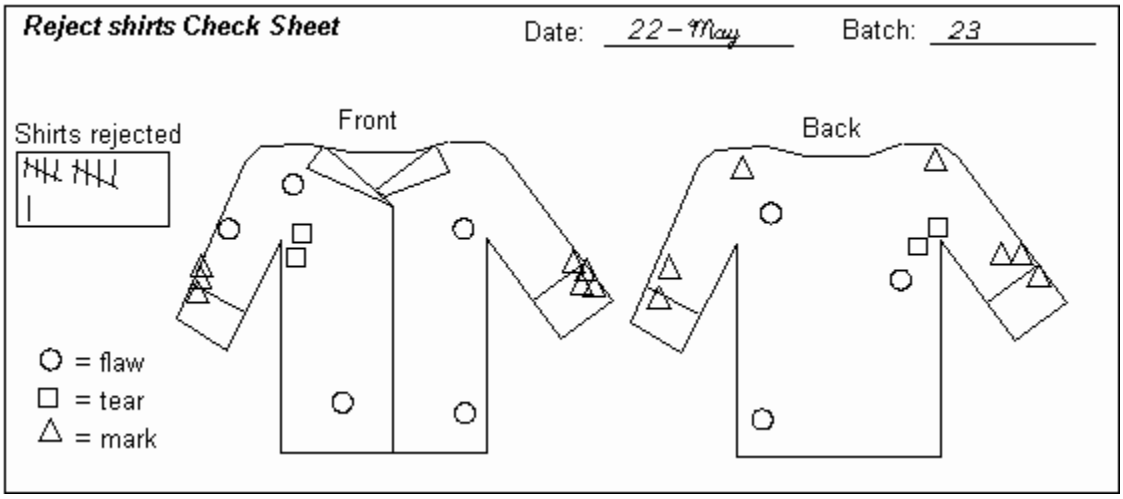
Study Guide: Check Sheets

Check Sheets are a very useful quality tool in the form of structured, prepared forms used to gather and analyze data typically as part of the company's Continuous Improvement efforts.



Check Sheets are also one of the 7 quality tools. The other basic quality tools include:

- Cause and effect diagram
- The control chart
- Histogram
- Pareto chart
- Scatter diagram
- Stratification, run chart, or flowchart.

Check Sheets are also part of the Plan, Do, Check, Act (PDCA) cycle in order to resolve quality related issues.

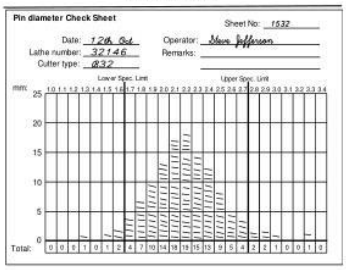
When should you use Check Sheets?

- When you have Data that can be observed and collected repeatedly, on the same location and by the same person
- If the data is collected by different operators, these operators should be running the same process
- When you are collecting data on the frequency or patterns of events, problems, defect location, defect causes, or other similar issues
- Check Sheets are very useful when you are collecting data from a production process as part of the company's Continuous Improvement efforts

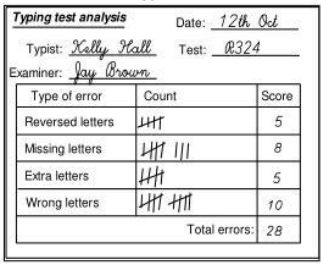
What are Check Sheets?

Check Sheet - How do I use it? - Common designs

A **Process Distribution Check Sheet** measures the frequency of a single item across a range of measures - produces a histogram.

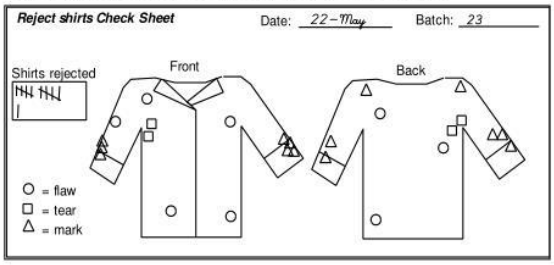


A **Defective Item Check Sheet** counts and classifies defects by type.



A **Checklist** contains a list of actions which are ticked off as they are done..

A **Location Plot** uses a picture of the item to mark defect positions.



- A **Defective Cause Check Sheet** aims to correlate cause and effect by including possible causal factors.
- A **Work Sampling Check Sheet** is used to analyse how time is spent, by classifying the type of activity being done at randomly selected moments.
- A **Travelling Check Sheet** moves with a product throughout production and forms a complete running record of all test and inspections.

Check Sheets are a way of going through our processes, documenting what the various steps are in the process, and as we go through and complete those steps, we check them off.

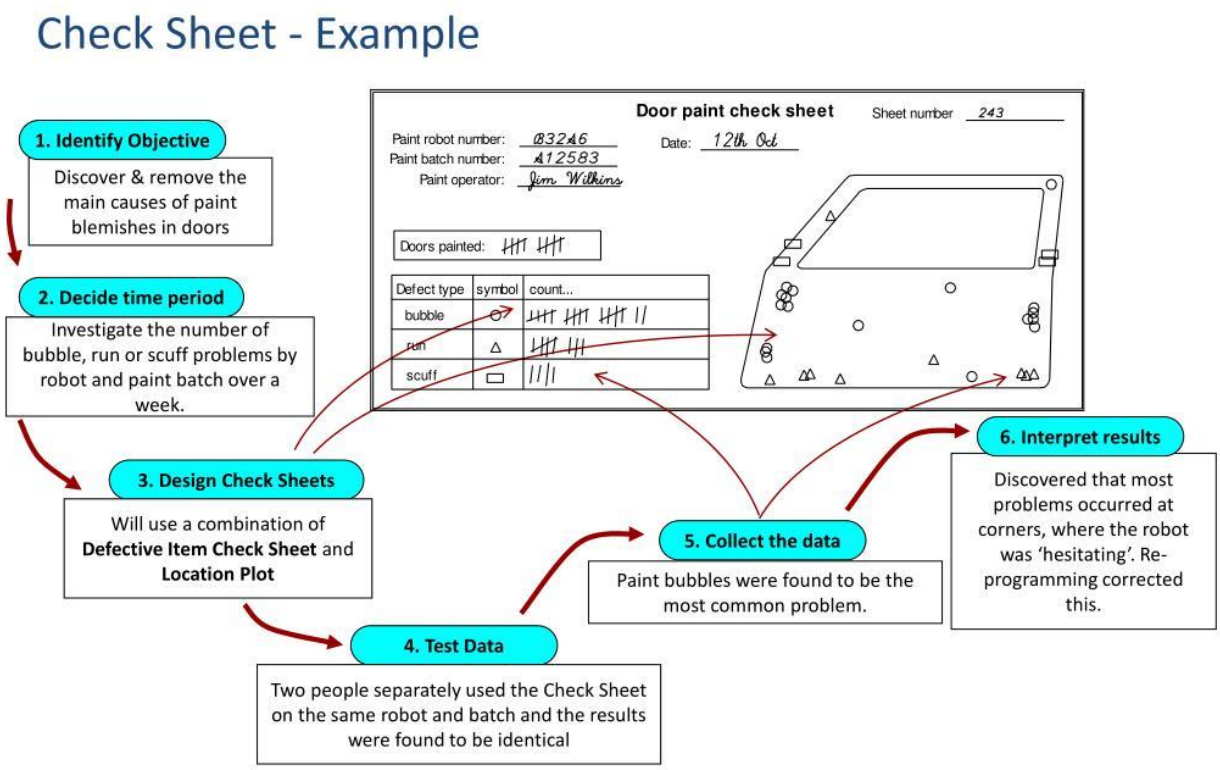
It is a simple tool to monitor our process and make sure all the steps are being completed in the proper order

Benefits

- Visual
- Easy to use and interpret
- Easy to organize data

Check Sheets are most commonly used with “travelers” which are pieces of paper that move with a part and as specific tasks are done, or processes have been completed that part can be checked off on the sheet. This is useful, when you have products that are moving from various operations throughout the entire facility to make sure that steps aren’t skipped.

Steps to a good Check Sheet



- Identify and agree to the causes or conditions that are to be collected
- Decide who is going to collect the data, how often is the data collected, and how is that data going to be collected
- Create a check sheet that will work within the operation where it will be used
- Collect the data as designed to ensure the consistency and accuracy of the information