# Monday Board

One action per step. Pick one and do it this week.

| # | THIS WEEK'S ACTION | WHO | BY | DONE |
|---|---|---|---|---|
| 1 | Pull your last three receiving reports and check that sample size and method are on each. | | | ☐ |
| 2 | Match every red tag in the building to a line on the red tag log. | | | ☐ |
| 3 | Check that every open deviation waiver has a quantity, a condition, an approver and an end date. | | | ☐ |
| 4 | Find any supplier corrective action with no due date or past its date, and reset it in writing. | | | ☐ |
| 5 | Read the last supplier response you accepted. If it stops at retraining, ask for the next why. | | | ☐ |
| 6 | Reopen any supplier corrective action that closed without verification from your own receiving data. | | | ☐ |
| 7 | Check that your last bad lot is in both the part history and the scorecard. | | | ☐ |
| 8 | Write three audit questions from your last SCAR's cause and book the visit. | | | ☐ |

The supplier, part, lot and people in this book are made up. Field Book 02 by Chris Martin, ShopFloorOps.