Monday Board

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

#	THIS WEEK'S ACTION	WHO	BY	DONE
1	Pull your last corrective action for a defect that came back and mark each cause proven, stated or missing.			☐
2	Write both occurrences side by side: what is the same, what changed.			☐
3	Check that all four containment places have a number, even if it is 0, and name the first clean lot.			☐
4	Ask why the defect was not caught, and check what your current gage can and cannot read.			☐
5	Count the empty branches on your last fishbone and mark each confirmed, ruled out or unknown.			☐
6	Mark each action on your last corrective action remove, error proof, detect or train. Replace any that is only training.			☐
7	Check that the PFMEA, control plan and work instruction say the same thing about one closed repeat.			☐
8	Compare the window on your last effectiveness check with how often the failure can happen.			☐