Monday Board

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

#	THIS WEEK'S ACTION	WHO	BY	DONE
1	Compare the requirement quoted in your last response with the auditor's exact words.			☐
2	Write the problem statement for one open finding with no cause in it, and send it to the auditor.			☐
3	Check the correction on your last finding names what was done and the date, with no system change in it.			☐
4	List every place the same gap could exist beyond the auditor's sample and check them all.			☐
5	Check the root cause on your last finding does not end at a person or at training.			☐
6	Pair each corrective action on your last response with a cause and replace any that only reminds or trains.			☐
7	Find every item in your corrective action log with no owner or no date.			☐
8	Mark each item on your last evidence list a record or a plan.			☐

The plant and numbers in this book are made up. Field Book 06 by Chris Martin, ShopFloorOps.