

# Data Checksheet

## DATA COLLECTION FORMS

Checksheets are basic forms that help standardize data collection by providing specific spaces where people should record data.

Defines what data is being collected → Machine Downtime (Line 13)

Operator: Wendy Date: May 19

Reason	Frequency	Comments
Carton Transport	### ## II	
Metal Check	III	
No Product	### I	
Sealing Unit	II	
Barcoding	III	
Conveyor Belt		
Bad Product	###	Burned flakes III Low weight II
Other	II	

Lists the characteristics or conditions of interest

Includes place to put the data

May want to add space for tracking stratification factors

Has room for comments