

CEP (Continuous Improvement Process) Checklist

Problem Identification & Prioritization

Focuses on identifying areas for improvement and prioritizing them based on impact and feasibility.

Write something		
stimated Impact	Score (1-10, 10 being highest impa	ct)
Enter a number		
stimated Effort S	core (1-10, 10 being highest effort)	

Area of Manufacturing Affected (Select One)
Production Line 1
Production Line 2
Material Handling
Quality Control
Maintenance
Utilities
Other (Specify)
Briefly explain the root causes as currently understood.
Write something
),
Initial Priority Level (Based on Impact vs. Effort)
☐ High
Medium
Low
Attach supporting documentation (e.g., charts, reports, photos).
4 Upload File
Data Collection & Analysis
Covers gathering relevant data, analyzing trends, and root cause identification.
Current Cycle Time (Units/Hour)
Enter a number

Defect Rate (Units/1000)	
Enter a number	
Description of Problem Observed	
Write something	
Primary Data Source Used	
Machine Logs	
Operator Input	
Quality Reports	
☐ ERP System ☐ Other	
Types of Data Collected	
Process Parameters	
Environmental Conditions	
Operator Performance	
Material Properties	
Equipment Status	
Date Data Collection Started	
Enter date	

Sample Size (U	nits)
Enter a number	
olution C	evelopment & Implementation
	ing potential solutions, planning implementation, and ensuring prope
Describe the p	oposed solution in detail.
Write something	
Estimated imp	ementation cost (\$)
Enter a number	
Planned imple	nentation start date
Enter date	
Planned imple	nentation completion date
Enter date	

Which departments/teams will be involved?
Production
☐ Engineering
Quality
Maintenance
Supply Chain Other
Other
List potential risks and mitigation strategies for implementation.
Write something
Implementation Approach (e.g., Pilot, Phased Rollout, Full Deployment)
Pilot
Phased Rollout
Full Deployment
Upload implementation plan document (if applicable)
♣ Upload File
Verification & Validation
Focuses on confirming that the implemented solutions are effective and achieve the desired results.
Actual Improvement in Cycle Time (minutes)
Enter a number

Actual Reduction in Defects (percentage)
Enter a number
Did the solution meet initial expectations?
☐ Yes ☐ No
☐ Partially
Describe any deviations from planned results. What happened?
Write something
Was the improvement sustained for at least one week?
Yes
□ N/A
Date of Initial Validation Measurement
Enter date
Detailed notes from validation observations. Include any unexpected outcomes.
Write something

Upload Validation Data/Graphs

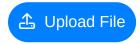


Standardization & Documentation

Ensures changes are documented, embedded into standard operating procedures, and sustainable.

Describe the changes made to the SOP (Standa	ard Operating Procedure)
Write something	

Upload revised SOP document



Estimated time required to complete the new/revised procedure (in minutes)

Enter a number...

Document any training materials created for the updated procedure.

Write something...

Who is responsible for ensuring adherence to the revised SOP?
Production Supervisor
Quality Control
☐ Engineering ☐ Maintenance
☐ Maintenance☐ Other (Specify)
Other (Specify)
Date SOP Revision was Approved
Enter date
Record any unexpected challenges encountered during the standardization process.
Write something
Continuous Monitoring & Review
Establishes mechanisms for ongoing monitoring, periodic review, and further refinement of he process.
Last Review Date
Enter date
KPI Improvement % (vs. Baseline)
Enter a number

Overall Effectiveness Rating (1-5, 5=Excellent) 1 - Poor 2 - Fair
3 - Average
4 - Good
5 - Excellent
Summary of Review Findings
Write something
Areas Requiring Further Attention
Process Flow
Equipment Performance
Material Waste
Operator Training
Maintenance Schedule
Supplier Performance
None
Next Review Date
Write something
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Action Items Identified During Review
Write something

Team & Training

Addresses team involvement, training, and ensuring understanding of the CEP process.

Number of Team Members Trained on CEP Principles Enter a number	
Training Methods Used (Check all that apply) Classroom Training Online Modules On-the-Job Training Mentoring Workshops	
Date of Last CEP Training Session Enter date	
Summary of CEP Training Content Write something	
Assessment Method for Training Effectiveness Post-Training Quiz Observation of Application Feedback Surveys Project Outcomes	

Average Score on CEP Assessment (if applicable)			
Enter a number			
Action Items Identified from Training Feedback (if any)			
Write something			
)		
Team Involvement Level in CEP Process (Selection)			
Limited Involvement			
Moderate Involvement			
Significant Involvement			