



CEP (Continuous Improvement Process) Checklist

Problem Identification & Prioritization

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

Describe the observed problem or opportunity.

Write something...

Estimated Impact Score (1-10, 10 being highest impact)

Enter a number...

Estimated Effort Score (1-10, 10 being highest effort)

Enter a number...

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).

 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 (Units)

Solution Development & Implementation

Deals with generating potential solutions, planning implementation, and ensuring proper execution.

Describe the proposed solution in detail.

Estimated implementation cost (\$)

Planned implementation start date

Planned implementation completion date

Which departments/teams will be involved?

- ☐ Production
- ☐ Engineering
- ☐ Quality
- ☐ Maintenance
- ☐ Supply Chain
- ☐ 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
- ☐ No
- ☐ N/A

Date of Initial Validation Measurement

Enter date...

Detailed notes from validation observations. Include any unexpected outcomes.

Write something...

Upload Validation Data/Graphs

 Upload File

Standardization & Documentation

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

Describe the changes made to the SOP (Standard Operating Procedure)

Write something...

Upload revised SOP document

 Upload File

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
- ☐ 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 the 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...

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