

# Control Plan Checklist

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## Process Definition & Documentation

Ensures the process is clearly defined and documented, forming the basis of the control plan.

### Process Name

Write something...

### Process Description (including flow)

Write something...



### Process Location(s)

Write something...

### Process Step Number(s)

Enter a number...

### Equipment/Machines Used

Write something...

### Process Flow Diagram (PFD)

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### Raw Materials Used (and suppliers)

Write something...

# Critical Process Parameters (CPP)

Identifies and validates the process parameters that directly influence product quality.

## Temperature (during process X)

## Pressure (during process Y)

## Cycle Time (seconds)

## Material Type

- Material A
- Material B
- Material C

## Feed Rate (units/minute)

### Equipment Status

- Operating
- Idle
- Maintenance

### Justification for CPP Selection

Write something...

## Control Methods & Procedures

Details the methods used to monitor and control CPPs, including inspection, measurement, and corrective actions.

### Inspection Frequency for CPP X

- Continuous
- Hourly
- Shiftly
- Daily
- Weekly

### Maximum Allowable Variation for CPP Y

Enter a number...

### Detailed Procedure for Measuring CPP Z

Write something...

### Equipment Used for CPP Measurement (e.g. Caliper, Gauge)

- Caliper
- Micrometer
- Gauge
- Other (Specify)

### Methods for CPP Control

- Statistical Process Control (SPC)
- Automated Adjustment
- Operator Adjustment
- Preventative Maintenance

### Date of Last Calibration for Measurement Equipment

Enter date...

### Time of CPP Measurement

Enter time...

# Measurement System Analysis (MSA)

Verifies the accuracy and reliability of measurement systems used to monitor CPPs.

## Repeatability (r) Value

## Reproducibility (R) Value

## Equipment Variation (Ev) Value

## Operator Variation (Ov) Value

## Gauge Repeatability and Reproducibility (GR&R) %

### MSA Study Type Performed (e.g., PPAP, Gage R&R)

- PPAP
- Gage R&R
- Attribute Gage R&R
- Variable Gage R&R
- Length Study
- Other

### Summary of MSA Study Findings and Conclusions

Write something...

### MSA Study Result (Overall Assessment)

- Acceptable
- Needs Improvement
- Unacceptable

### MSA Study Completion Date

Enter date...

## Process Capability & Performance

Evaluates the process's ability to consistently meet specifications.

### Process Cp (Current Process Capability)

Enter a number...

**Process Cpk (Current Process Capability Index)**

Enter a number...

**Target Cp (Desired Process Capability)**

Enter a number...

**Target Cpk (Desired Process Capability Index)**

Enter a number...

**Date of Capability Study**

Enter date...

**Summary of Capability Study Results and Analysis**

Write something...

**Description of any actions taken to improve process capability.**

Write something...

### Number of Samples Used in Capability Study

Enter a number...

### Is the process currently capable? (Based on target Cpk)

- Yes
- No
- Needs Further Investigation

## Control Plan Implementation & Training

Confirms that the control plan is implemented correctly and that personnel are adequately trained.

### Number of personnel trained on the Control Plan

Enter a number...

### Date of most recent Control Plan training

Enter date...

### Summary of Control Plan training content (key topics covered)

Write something...

### Training Method Used (e.g., Classroom, Online, On-the-Job)

- Classroom
- Online
- On-the-Job
- Other

### Departments Receiving Control Plan Training

- Production
- Quality
- Maintenance
- Engineering
- Other

### Verification Method for Training Effectiveness (e.g., Quiz, Observation)

- Quiz
- Observation
- Practical Demonstration
- Other

### Notes on any deviations from the planned training schedule or content.

Write something...

# Control Plan Review & Updates

Ensures the control plan is periodically reviewed and updated based on performance data and changes to the process.

## Last Control Plan Review Date

Enter date...

## Frequency of Control Plan Review (in months)

Enter a number...

## Summary of Review Findings & Changes

Write something...

## Areas Reviewed During Update (Select all that apply)

- Process Parameters
- Measurement Systems
- Reaction Plans
- Training Procedures
- Equipment
- Materials
- Supplier Performance

### Rationale for Changes Made (if applicable)

Write something...

### Impact of Changes on Process Capability (e.g., Sigma Level - if applicable)

Enter a number...

### Approval Status of Updated Control Plan

- Approved
- Rejected
- Pending Approval

### Reviewer Signature

## Reaction Plan (Corrective Action)

Details the steps to be taken when a CPP falls outside of acceptable limits.

### Severity Level of Deviation

- Minor
- Moderate
- Major
- Critical

### **Detailed Description of Deviation**

Write something...

### **Root Cause Analysis Documentation**

Write something...

### **Corrective Action Proposed**

Write something...

### **Date Corrective Action Implemented**

Enter date...

### **Effectiveness Verification Method**

Write something...

### Effectiveness Verification Result (e.g., % improvement)

Enter a number...

### Verification Result

- Meets Requirements
- Does Not Meet Requirements
- Requires Further Action

### Additional Comments/Notes

Write something...

### Signature of Person Implementing Correction

## Record Keeping & Traceability

Ensures proper documentation of all data related to the control plan and traceability of products.

### Date of Record Creation

Enter date...

**Lot/Batch Number**

Enter a number...

**Operator Notes/Comments (any deviations from standard)**

Write something...

**Quantity Produced**

Enter a number...

**Record Status (e.g., Complete, Pending Review, Approved)**

- Complete
- Pending Review
- Approved
- Rejected

**Attach Supporting Documentation (e.g., Calibration Certificates, Inspection Reports)**

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**Method of Traceability (e.g., Serial Numbers, Barcodes, Batch Codes)**

- Serial Numbers
- Barcodes
- Batch Codes
- Unique Identifiers
- Other

**Description of Traceability Method and its Scope**

Write something...