ChecklistGuro

Mistake-Proofing (Poka-Yoke) Checklist

Process Identification & Risk Assessment

Focuses on identifying critical processes and potential error points through risk assessment techniques.

Briefly describe the manufacturing process being assessed.

Write something...

What risk assessment methodologies were used (e.g., FMEA, Cause-and-Effect Diagram)?

- [ ] FMEA
- [ ] Cause-and-Effect Diagram (Fishbone)
- [ ] Checksheet
- [ ] 5 Whys
- [ ] Other (Specify)

Estimated frequency of the critical process (units per hour/day/week)

Enter a number...

List the potential failure modes in this process.

Write something...

Severity rating (1-10) for each identified failure mode (1=minor, 10=critical)

Enter a number...

Occurrence rating (1-10) for each failure mode (1=rare, 10=frequent)

Enter a number...

Detection rating (1-10) of current controls (1=certain detection, 10=undetectable)

Enter a number...

Document the rationale for selecting this process for poka-yoke implementation (e.g., high RPN score, frequent customer complaints).

Write something...

Which method was used to prioritize processes?

- [ ] RPN
- [ ] Frequency of Error
- [ ] Impact Score
- [ ] Other

Design & Implementation of Poka-Yokes

Covers the design and implementation of specific poka-yoke devices and methods for selected processes.

Which type of poka-yoke is most appropriate for this process?

- [ ] Contact/Touch
- [ ] Shape
- [ ] Size
- [ ] Color/Visual
- [ ] Orientation
- [ ] Fail-Safe

Detailed description of the designed poka-yoke.

Write something...

Diagram or sketch of the proposed poka-yoke.

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Estimated cost of implementing the poka-yoke (in USD).

Enter a number...

Which parts/processes will this poka-yoke impact?

- [ ] Component A
- [ ] Component B
- [ ] Assembly Stage 1
- [ ] Assembly Stage 3
- [ ] Packaging

Part Number of the poka-yoke (if applicable).

Write something...

Target implementation date for the poka-yoke.

Enter date...

Potential issues anticipated during implementation and mitigation strategies.

Write something...

Control & Monitoring of Poka-Yokes

Deals with how to monitor and maintain the effectiveness of implemented poka-yokes and their impact on error rates.

Error Rate Before Poka-Yoke Implementation

Enter a number...

Error Rate After Poka-Yoke Implementation

Enter a number...

Poka-Yoke Performance Rating (e.g., Excellent, Good, Fair, Poor)

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Description of Observed Pokeyaoke Malfunctions or Issues (if any)

Write something...

Last Pokeyaoke Maintenance/Inspection Date

Enter date...

Approximate Time of Error Occurrence (if applicable)

Potential Root Causes of Error/Malfunction (select all that apply)

- [ ] Equipment Failure
- [ ] Operator Error
- [ ] Design Flaw
- [ ] Maintenance Issue
- [ ] Material Variation
- [ ] Unclear Instructions

Photos/Videos of Pokeyaoke and Observed Issues (if applicable)

Upload File

Operator Training & Awareness

Focuses on training operators to understand poka-yokes, their purpose, and how to respond to any issues encountered.

Explain the purpose of Poka-Yokes in the manufacturing process.

Write something...

Which of the following best describes why we use Poka-Yokes?

- [ ] To replace quality inspections.
- [ ] To prevent errors from occurring in the first place.
- [ ] To shift blame for errors.
- [ ] To increase production speed regardless of quality.

Which of the following are potential benefits of effectively implemented Poka-Yokes?

- [ ] Reduced defects
- [ ] Increased production speed
- [ ] Lower training costs
- [ ] Improved employee morale
- [ ] Reduced scrap and rework

Describe how to respond if a poka-yoke activates or indicates an error.

Write something...

What should you do if you identify a potential improvement to a poka-yoke?

- [ ] Ignore it and continue with the current process.
- [ ] Implement the change immediately without notifying anyone.
- [ ] Report the suggestion to your supervisor or team leader.
- [ ] Implement the change after receiving approval from engineering.

How many Poka-Yokes are you familiar with in your workstation?

Enter a number...

Describe any concerns or questions you have about Poka-Yokes or their operation.

Write something...

Poka-Yoke Effectiveness Review & Improvement

Covers periodic reviews of poka-yoke effectiveness, identifying areas for improvement, and ensuring ongoing relevance.

Current Error Rate (Prior to Pokayoke)

Enter a number...

Current Error Rate (Post Pokayoke Implementation)

Enter a number...

Overall Effectiveness Rating (1-5, 5=Excellent)

- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4
- [ ] 5

Describe any observed anomalies or unexpected results from the Pokayoke.

Write something...

What areas of the Pokayoke's performance require improvement?

- [ ] Detection Accuracy
- [ ] Ease of Use
- [ ] Durability
- [ ] Maintenance Requirements
- [ ] Operator Acceptance
- [ ] Other (Specify in Long Text)

Specific suggestions for improvement (if any).

Write something...

Date of Last Review

Enter date...

Scheduled Date for Next Review

Enter date...

Reviewer Name

Write something...

Reviewer Signature

Documentation & Standardization

Focuses on documenting poka-yoke designs, procedures, and maintenance schedules for consistent application and knowledge transfer.

Poka-Yoke Design Document Version Number

Write something...

Detailed Description of Each Poka-Yoke Device/Method

Write something...

Poka-Yoke Design Drawings/Schematics

Upload File

Quantity of Each Poka-Yoke Device per Workstation

Enter a number...

Applicable Processes Where Pokeyoke is implemented

- [ ] Assembly
- [ ] Machining
- [ ] Welding
- [ ] Inspection
- [ ] Packaging

Date of Last Poka-Yoke Documentation Review

Enter date...

Summary of changes implemented during last review

Write something...

Current Status of Poka-Yoke Documentation

- [ ] Draft
- [ ] Approved
- [ ] Under Review

Document Controller Name

Write something...