

HIGH-VOLUME

WORKSHEET 1 OF 9

# Daily Defect Log Roll-Up

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*Five minutes at shift end. Pull the day's NCR slips or check-sheet tallies into one row.*



Complementary worksheet for  
*Quality Control Systems*  
by Ibrahim Anwar

## What This Is For

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This worksheet catches defect concentration on the day it happens, not at the end of the month when the pattern has already repeated a dozen times. It pulls every NCR or check-sheet tally from a single shift into one numbered row — defect type, count per shift, running total. The five-minute habit is what turns raw paper into usable trend data.

The operator who reaches for this sheet is already collecting NCRs. What they are not doing is reading them side by side. A single shift's tally looks like noise. Three days of the same defect type in column five looks like a cause. This sheet makes that difference visible before it costs another week of rework.

## Benefits

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What you get when you actually run this worksheet on a real situation:

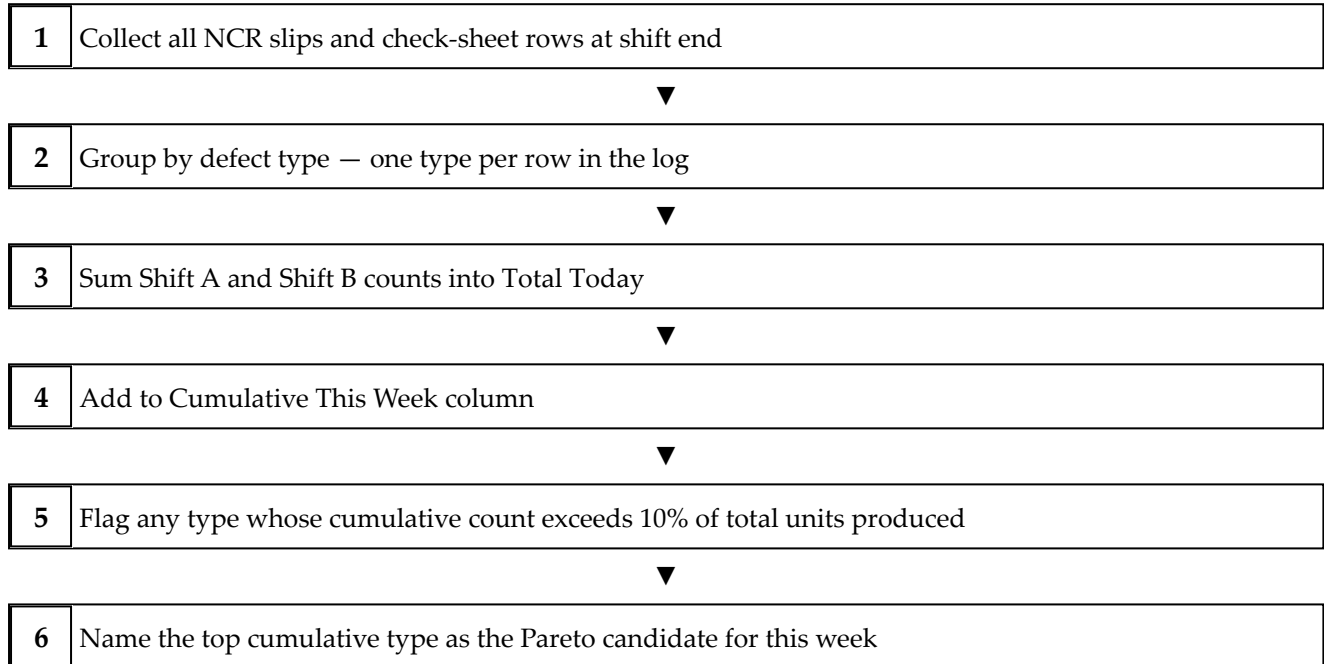
- Identifies the dominant defect type within three days, not three months, so the next Pareto session is already directed before it starts.
- Creates a running weekly total that shows whether total defects are trending up, flat, or falling — without any chart software.
- Surfaces shift-to-shift variation: if Shift B consistently runs higher than Shift A, that difference is a process condition, not bad luck.
- Provides the raw frequency data that cost-per-defect analysis and monthly COPQ calculations are built on.
- Forces a one-sentence candidate explanation on any day where totals rise more than 20%, building the institutional memory that RCA investigations need.

## Framework To Use

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### — Frequency-Before-Cost Pareto

*Find the dominant defect type by count first, then convert to rupiah impact — so investigation effort lands on the highest-leverage problem.*



## How To Use

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Follow these steps in order. Each one builds on the previous.

- 1** Set a fixed time for this: last five minutes of each shift before the handover log is signed. Not 'whenever there is time.'
- 2** Pull every NCR slip or check-sheet from that shift. Count occurrences per defect type — brief label is enough, e.g. 'burnt surface,' 'underweight,' 'seal fail.'
- 3** Enter each type on its own row. If a type appeared in a previous day's row, add today's count to that same row's Shift A or Shift B column, then update Total Today and Cumulative This Week.
- 4** If a defect type appears today that has no prior row, add it at the bottom and mark it NEW in the Cumulative column.
- 5** After completing the counts, compare Total Today against yesterday's total. If it rose more than 20%, write the most likely candidate cause in the margin before setting down the sheet.
- 6** At week end, circle the defect type with the highest Cumulative This Week number. That type, not the most dramatic incident of the week, is the agenda item for the next quality meeting.

## Example Use

*A packaged snack manufacturer with two shifts runs this worksheet for the first time. The owner is not present; the QC lead runs the evening tally.*

Monday: Shift A logs 12 seal failures, 4 underweight units. Shift B logs 9 seal failures, 2 burnt surfaces. Total seal failures: 21. Cumulative this week: 21.

Tuesday: Shift A logs 15 seal failures, 3 underweight. Shift B logs 11 seal failures. Total seal failures: 26. Cumulative: 47.

Wednesday morning the QC lead notices seal failure is running at nearly 2.5 times any other defect type combined. Cumulative count after two days: 47 out of roughly 60 total defect events across all types.

The Wednesday Pareto candidate is already identified before the week ends. The QC lead pulls IQC records for the packaging film lot received Monday morning and cross-references with the heat sealer's last calibration date — 11 weeks ago, against a 6-week interval. One finding, sourced from three days of shift-end tallies, not from a month of accumulated forms.

At the Thursday morning briefing, the owner authorizes a calibration check before Shift A starts. Seal failure count drops to 3 on Thursday. Cumulative cost of the three-day period: rework on roughly 70 units at \$0.08 COGS each = \$5.60 plus 40 minutes of rework labor. Cost of the calibration service call: \$18. Total event: \$23.60. Total avoided if the pattern had been caught in week three instead of week one of a full month's accumulation: impossible to calculate backward, easy to prevent forward.



## Reflection Prompts

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*After filling in the worksheet on the previous page, work through these.*

1. Which defect type has the highest cumulative count this week? That type is the candidate for the next Pareto session — not the most dramatic one, the most frequent one.
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2. Compare today's total against yesterday. If total defects rose more than 20%, something changed: operator, material batch, or machine parameter. Name the most likely candidate before closing the log.
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# Tips and Traps

## TIPS

- Run the tally at the same time every shift — last five minutes before handover. A ritual is more reliable than an intention.
- Use brief, consistent defect labels. 'Seal fail' means the same thing every day only if there is a posted reference. Paste a printed label list inside the cover of the log book.
- If Shift B consistently records higher counts than Shift A across the same defect type, that pattern is worth noting on the weekly summary even before a full Pareto session — it points to shift handover conditions, not random process variation.
- Keep the log book at the inspection station, not in the QC office. Distance from the process is the main reason forms do not get filled in.

## TRAPS

- Listing every minor mark or cosmetic variation as a separate defect type. Keep categories broad enough to accumulate meaningful counts — five categories with real frequency beat twenty categories that each appear once a month.
- Skipping the log on days when 'nothing really happened.' That is the day the cumulative count resets the trend line and the following week's comparison loses its anchor.
- Circling the most dramatic defect of the week instead of the highest-cumulative one. A single spectacular failure gets investigated. A steady drip of 20 seal failures a day goes unnoticed until it shows up as a customer complaint.
- Filling in the Cumulative This Week column only on Friday. Calculate it daily — the trend is only visible when the column grows in real time, not retroactively.

# Appendixes

## Appendix A – Defect Label Quick Card

Post at inspection station. Use these labels verbatim in the log.

SEAL FAIL : heat seal incomplete, peeling, or leak on pressure test  
UNDERWEIGHT : net weight below lower tolerance limit  
OVERWEIGHT : net weight above upper tolerance limit  
BURNT SURFACE : visible color beyond acceptable reference photo  
DIMENSION OOT : length / width / height outside tolerance  
LABEL DEFECT : missing, misaligned, or illegible label element  
FOREIGN BODY : any visible contamination or inclusion  
PACK DAMAGE : dent, tear, or crush before shipping

Add new types at bottom with date. Do not rename existing types mid-month.

## Appendix B – 20% Daily Rise Checklist

When today's total is more than 20% above yesterday's:

1. New material lot received today or yesterday? Yes / No
2. Operator substitution on either shift? Yes / No
3. Machine parameter changed (temp, speed, press)? Yes / No
4. Environmental change (humidity spike, power dip)? Yes / No
5. SOP deviation noted by shift leader? Yes / No

First 'Yes' with supporting NCR reference = candidate cause.  
Write it in the margin. Do not open a CAPA until a second day confirms the same type is still elevated.



CONFIRMATION

WHERE THIS WORKSHEET COMES FROM

## Quality Control Systems

*Consistent Quality Is the Result of a System, Not Inspection*

by Ibrahim Anwar

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This worksheet is one of nine in the *Quality Control Systems* companion worksheet pack. The full pack is grouped into three categories: high-volume worksheets you can run weekly, niche-search worksheets for rare but high-value situations, and specific-case worksheets that walk you through a single concrete scenario.

Every framework, decision filter, and figure used in these worksheets is drawn from the chapters of the source book. The book sets the diagnosis, the worksheets give you the form to act on it.

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