Defect Check Sheet
TOOL

Use this form to collect and organize data on observed defects to support the creation of a Pareto Chart.

Organization/Unit Name: _____

Topic Question: _____

Location Specifics: _____ Data Recorders: _____

Start Date: _____ End Date: _____

Record the observed data on the checklist below:

Defect or Defect Cause	Count (Use check marks)	Total Check Marks	Percentage of Total

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