

Defect Tracking and Reporting Checklist for Assembly Line

Basic Information

Assembly Line	
Supervisor Name	
Date	
Shift	

Checklist

- Defect log sheet present and accessible at the station.
- All operators briefed on defect codes and descriptions.
- Standard method available for identifying and recording defects.
- Real-time defect recording is in place and functional.
- Clear labeling of defective items for rework or disposal.
- Defect trends reviewed at regular intervals (e.g., hourly, per batch).
- All defects categorized (e.g., critical, major, minor).
- Defect counts tallied for report completion.
- Root cause analysis initiated for recurring issues.
- Defect data shared with responsible departments.
- Corrective action documented for each major defect.

Defect Tracking Table

Time	Product/BATCH ID	Defect Type	Description	Detected By	Action Taken	Status

Remarks