

Production Efficiency Monitoring Checklist

Date

Shift

Select Shift

Assembly Line

Supervisor

Checklist Table

No.	Item	Criteria	OK	Not OK	Remarks
1	Workstation Cleanliness	Clear of debris and organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	Operator Attendance	All positions staffed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3	Material Availability	Materials at all stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4	Equipment Condition	No malfunctions or issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5	Output Tracking	Recorded every hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
6	Defect Review	No unaddressed defects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Issues Noted

Corrective Actions

Checked by

Signature

