Site	Process /	Machine	

Date _____

	Item		Guidance	Notes
	\circ	Small wins	List any small improvements seen	
Outcome	\bigcirc	Large win	List any major improvements seen	
Outc	0	Lasting change	Consider lasting changes that have occurred	
	0			
	0			

\bigcirc	in place and working
(!)	in place not working
\otimes	missing
	not doing

0	Outcome goals	Have outcome based goals been set.	
0	System-habit goals	Have system-habit based goals been set	
\bigcirc	Meaningful metrics	Are carefully selected metrics in place	
\bigcirc	One dataset	Does everyone use the same trusted dataset	
\bigcirc	Meetings	Are data-driven meetings 'the norm'	
0	Staff review	Do staff know (specifically) how they can contribute	
\bigcirc	Contractor review	Do contractors know your goals so they can contribute	
0	CI processes	Are continuous improvement processes in place.	
0			
\bigcirc			
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\bigcirc			





Site	Process	/ Machine	

Date _____

Communicate	0	Short range	Are live or daily results visible	
	0	Medium range	Is weekly progress visible and reviewed	
	0	Long range	Is monthly or quarterly performance summarised	
	0	Multi-team use	Do all teams and departments use the same data	
ပ	0			
	0			
	0	Coding	Is coding happening quickly after each event	
Ħ	0	Comments	Are useful comments added to key events	
Comment	0	Time taken	Is commenting quick? (a few minutes per day)	
ပိ	0			
	0			
Capture	0	Accuracy	Are sensors accurate enough for metrics being used	
	0	Calibration	Is calibration and taring in place for instruments	
	0	Scope	Are the enough DataPoints in place to see whole picture	
	0	Manual DataPoints	Are manual DataPoints in place to see whole picture	
	\bigcirc	Support	Are any 'tech' systems supported professionally	
	0			

\bigotimes	in place and working
(!)	in place not working
\otimes	missing
	not doing



