Checklist for Control Chart Reviews

Essential Items

_____ Control Charts cover entire scope (are available for each measurement parameter).
     Missing areas:

_____ Control charts have titles (or otherwise include)
     _____ Laboratory name or other identifying information
     _____ SOP(s)
     _____ Balance/Other equipment
     _____ Standard ID, Check standard ID
     _____ Nominal load/value
     _____ dates/chronology/time periods if not used on the x axis
     _____ Legends if multiple series and extra information are plotted; to avoid confusion

_____ Control charts have x and y axis with labels and
     _____ all measurement values have units of measure associated with them

_____ Control charts have
     _____ mean value (and units)
     _____ standard deviation (and units)
     _____ d.f. (if not obvious and a small number)
     _____ alternative summaries of this information and suitable references (e.g., tables)
     _____ PMAP printed summary reports of control data with the charts
     _____ reference values and source and bias if appropriate/available

_____ Control charts have limits that are based on
     _____ statistical controls of
         _____ warning limits (i.e.,2 sd) and
         _____ action/control limits (i.e., 3 sd
Or   _____ specification limits (e.g., tolerances or smaller ratios of tolerances)

_____ Range charts have (additionally or differently from other control charts)
     _____ average range (volume, length)
     _____ no values below zero
     _____ appropriate limits based on R limits

Good Items (on chart or in "database")

_____ Control charts have (when applicable and meaningful if not otherwise noted, e.g., in a table)
     _____ Tolerances: when applicable
     _____ Uncertainties: for reference value, check standard, and the process output
     _____ Equipment information: device readability, configuration (stability settings/timing)
     _____ Standard information: calibration date and interval information
     _____ Responsible staff: need on chart or in database
     _____ Status of control: in control, out of control
     _____ History: previous limits and history of the chart/data

_____ Other items noted (with comments)
     _____
     _____