**Name of Process: Basic Check Sheet**

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| **Name of Data Recorder:** |  |
| **Location:** |  |
| **Data Collection Dates:** |  |

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| **Defect Types/Event Occurrence** | **Time Period**  **Day/**  **Date** | **Time Period**  **Day/**  **Date** | **Time Period**  **Day/**  **Date** | **Time Period**  **Day/**  **Date** | **Time Period**  **Day/**  **Date** | **Time Period**  **Day/**  **Date** | **Time Period**  **Day/**  **Date** | **Total** |
| Defect Type A |  |  |  |  |  |  |  |  |
| Defect Type B |  |  |  |  |  |  |  |  |
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| **Total** |  |  |  |  |  |  |  |  |