Sorting Worksheet
Data Collection

The actual inspection is only part of the service we offer. The information that we collect is also very important to the customer and often helps them locate and correct the issues that caused the need for sorting in the first place.

The sorting worksheet is how we collect this information to send to the customer.

WHAT IS THE DATA WE COLLECT USED FOR?

▸ **Lot and serial numbers** can trace parts back to the machine, day and even person that made the part which will help trace how the bad part was made.

▸ **Quantity sorted** can help make sure all suspect parts have been found and inspected.

▸ **Quantity rejected** can show how large or small the issues are.

▸ **Reject type** explains what exactly is wrong with the bad part.

▸ **Rework type** explains what was changed in order to make a bad part usable.

FILLING OUT A SORTING WORKSHEET

▸ Make sure everything is printed in blue or black ink.

▸ Make sure everything is written clearly.

▸ First column can be titled and used if additional information is required.

▸ Only one entry on each line

		PARTS SORTED			PARTS REJECTED		
		Lot No.	Serial Number	Qty Sorted	Reject/Rework Type	Qty Rejected	Qty Reworked
1							
2							
3							
4							
5							

COLLECTING DATA— EXAMPLE

▸ I inspected 200 pieces from Lot number 3334
▸ There was no serial number.
▸ I rejected 15 for rust
▸ There is no rework for this project

		PARTS SORTED			PARTS REJECTED	
		Lot No.	Serial Number	Qty Sorted	Reject/Rework Type	Qty Rejected	Qty Reworked
1		3334	N/A	200	RUST	15	0
2							
3							
4							
5							

COLLECTING DATA– EXAMPLE

▸ If there is more than one type of reject or rework in a container, create a line entry for each item

PARTS SORTED				PARTS REJECTED		
	Lot No.	Serial Number	Qty Sorted	Reject/Rework Type	Qty Rejected	Qty Reworked
	4443	12345678	150	RUST	9	0
	‒‒‒	‒‒‒‒‒‒	‒‒‒‒	FLASH	0	11
	4444	12345679	150			

Strike lines through the boxes to show that this is not a new container

Start a new line for the next container and use as many lines necessary to give each reject/rework type its own line.

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WHAT HAPPENS TO MY SORTING WORKSHEETS AFTER I TURN THEM IN?

- The office enters the information into a computer database
- Reports are sent to the customer that summarize the data
- **If the info is incorrect, incomplete or unreadable there is a risk that we will report incorrect information to the customer.**

Click on the button below to take the quiz for this session.

QUIZ