P-Glossary

Checklists

A checklist is a set of questions or verification points (checkpoints) that an organization needs to monitor or address on a periodic basis. The categories on a checklist can include such issues as maintenance, compliance either with legislation or with internal codes of practice, equipment checks (pressure, temperature, etc.), availability of equipment, etc.

Checklists are useful aids to jog memory. They also can reduce variations between evaluations conducted by different members of the productivity/project team. This prevents the team from forgetting issues that need to be verified.