

Sample Log Book

NAME:

ID:

2/5/06 – 5/5/06 QUALITY ASSURANCE DEPT.,

Analysis of failure of product by non-destructive testing (appendix for method).

Set up process tests to define cause of failure (Appendix for method).

Continued to fill in SPC charts.

Attended ISO 9000 audit meeting

Supervisor's Signature: _____

Date: 05/05/06

8/5/06 – 12/5/06 QUALITY ASSURANCE DEPT.,

Continued with non-destructive test analysis.

Implemented failure test method on shop floor

Continued to fill in SPC charts.

Investigated Calibration methods required as part of ISO 9000.

Supervised Line 7 production for half day

Supervisor's Signature: _____

Date: 12/05/06

15/5/06 – 19/5/06 QUALITY ASSURANCE DEPT / PRODUCTION LINE

Concluded and presented report on non-destructive testing.

Presented initial results on process reports, tests on going

Continued to fill in SPC charts.

Reported on the requirements of ISO calibration.

Supervised Line 5 & 7 for a day each

Supervisor's Signature: _____

Date: 19/5/06

22/5/06 – 26/5/06 PRODUCTION LINE

Started in Production Dept., covering for staff on holidays

Shown how production schedule was produced

Solved minor breakdowns. Changed schedule to required demand.

Reported quality results to Quality Assurance Dept.,

Informed Planning Dept on maintenance problems.

Supervisor's Signature: _____

Date: 25/5/06