

Quality Check Sheet (Tally Sheet)



Project: National Currency Printing and Secure Banknote Production Facility (NCPBF)

Document: Quality Check Sheet (Tally Sheet)

Purpose: Record and track defects or issues identified during inspections and testing activities.

Date	Inspection Area	Inspection Item	Defect / Issue Type	Tally Marks	Total Count	Inspector	Remarks
	Facility Construction	Structural alignment	Misalignment				
	Facility Construction	Concrete quality	Surface cracks				
	Facility Construction	Vault installation	Structural defect				
	Machinery Installation	Printing press alignment	Calibration error				
	Machinery Installation	Machine mounting	Improper installation				
	Machinery Installation	Vibration stability	Excess vibration				
	IT Systems	Network connectivity	Connection failure				
	IT Systems	System security	Unauthorized access attempt				
	Security Systems	CCTV cameras	Camera malfunction				
	Security Systems	Access control	Access denial error				
	Production Testing	Banknote printing	Print defect				
	Production Testing	Ink quality	Ink inconsistency				
	Production Testing	Cutting accuracy	Misalignment				
	Operational Readiness	SOP compliance	Procedure deviation				

Example of Tally Marks Recording

Tally Marks	Meaning
I	1 occurrence
II	2 occurrences
III	3 occurrences
IIII	4 occurrences
IIII \	

Example:	
IIII \ III	= 8 defects recorded

Example Entry

Date	Inspection Area	Inspection Item	Defect Type	Tally	Total
12-Jun	Printing Machine	Print alignment	Misprint	IIII	4

Use of the Check Sheet in the Project

This check sheet will be used during:

- Construction quality inspections
- Machinery installation verification
- IT and cybersecurity system testing
- Security system validation
- Trial banknote production runs
- Operational readiness inspections

The collected data will later be used for:

Pareto analysis

Root cause analysis

Quality improvement actions

Defect trend monitoring