

Developing an Eye for Accuracy



Quality production depends on accuracy and attention to detail

Getting it right first time, every time

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

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Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column. If the items are different, put a tick in the 'D' column, and then circle the error in Column 2. Please write how long it takes you to complete this exercise on the front of this paper.

Product code 134771	S	D	Product code 134771
Colour code 8130	S	D	Colour code 8130
Item no.: T656N	S	D	Item no.: T565N
Line plan: T4A5N 9090	S	D	Line plan: T4A5N 9090
Invoice no.: 1247998	S	D	Invoice no.: 1274998
Picklist number: SG1147	S	D	Picklist number: SG1147
Returns number: SDC1024622	S	D	Returns number: SDC1024662
Warehouse o/no.: AU590371	S	D	Warehouse o/no.: AO590371
Account number: L145C	S	D	Account number: L145C
Part number: 200156782	S	D	Part number: 200156782
Serial number: DCR6709442	S	D	Serial number: DCR6709422
Lot trace number: MS000567145	S	D	Lot trace number: MS000567145
Report number: 15-457889/6	S	D	Report number: 15-45788916
Work procedure: WP00089	S	D	Work procedure: WP00089
Heat number: VX5332AK	S	D	Heat number: VX5332AK
Tracking number: 82991074	S	D	Tracking number: 82991074
PO number: 460000018202	S	D	PO number: 64000018202
TAG number: 50013353-001-067	S	D	TAG number: 50013353-001-067
Stock code: A22RND0762	S	D	Stock code: A22RND0762
Alloy: TI GRD 2	S	D	Alloy: TI GRD 2
Sales order number: 200555/2	S	D	Sales order number: 200555/2
Short code: 400FLT0445	S	D	Short code: 400FTL0445
Test certificate: ASTM B564	S	D	Test certificate: ASTM B564
Drawing # 4452-44552-1	S	D	Drawing # 4452-44552-1
Service contract: XL2 800 68331	S	D	Service contract: XL2 800 86331

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Product code 134771	✓	D	Product code 134771	
Colour code 8130	✓	D	Colour code 8130	
Item no.: T656N	S	✓	Item no.: T565N	656 not 565
Line plan: T4A5N 9090	✓	D	Line plan: T4A5N 9090	
Invoice no.: 1247998	S	✓	Invoice no.: 1274998	Transposition
Picklist number: SG1147	✓	D	Picklist number: SG1147	
Returns number: SDC1024622	S	✓	Returns number: SDC1024662	2 not 6
Warehouse o/no.: AU590371	S	✓	Warehouse o/no.: A0590371	U not O
Account number: L145C	✓	D	Account number: L145C	
Part number: 200156782	✓	D	Part number: 200156782	
Serial number: DCR6709442	S	✓	Serial number: DCR6709422	4 not 2
Lot trace number: MS000567145	S	✓	Lot trace number: MS00567145	Missing 0
Report number: 15-457889/6	S	✓	Report number: 15-45788916	/ not 1
Work procedure: WP00089	✓	D	Work procedure: WP00089	
Heat number: VX5332AK	S	✓	Heat number: VX5332	m not n
Tracking number: 82991074	✓	D	Tracking number: 82991074	
PO number: 46000018202	S	✓	PO number: 64000018202	Transposition Missing 0
TAG number: 50013353-001-067	✓	D	TAG number: 50013353-001-067	
Stock code: A22RND0762	✓	D	Stock code: A22RND0762	
Alloy: TI GRD 2	✓	D	Alloy: TI GRD 2	
Sales order number: 200555/2	✓	D	Sales order number: 200555/2	
Short code: 400FLT0445	S	✓	Short code: 400FTL0445	Transposition
Test certificate: ASTM B564	✓	D	Test certificate: ASTM B564	
Drawing # 4452-44552-1	✓	D	Drawing # 4452-44552-1	
Service contract: XL2 800 68331	S	✓	Service contract: XL2 800 86331	Transposition

How did you do? And what does it mean?

There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day. It's easy to see how it mounts up.

An average error rate of just 3% wastes around 20% of your salary bill in lost productivity alone. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

Proven to work

We have many years' experience of working with manufacturing organisations, equipping production, quality control and administration teams with practical accuracy skills which save money and increase efficiency. Typically, employees in this sector achieve a 59% reduction in errors.

Our unique programmes

Developing an Eye for Accuracy – our flagship in-house data accuracy programme for people who work with information

Preventing Mistakes at Work – our practical in-house workshop for reducing the incidence of 'silly' human error

Accurate Documentation Skills – our practical in-house workshop for people who work with written communications

One-day Accuracy Skills – our open course for individuals seeking to improve their attention to detail

Free consultation

A free consultation enables you to explore how accuracy training works and the typical cost savings and productivity gains you can expect to achieve. Pick up useful advice on how accuracy skills training relates to the work your people do and how you can take advantage of the proven methodologies for reducing error.

Contact us

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3% **UK NATIONAL
ERROR RATE**

**=3 IN EVERY 100
TRANSACTIONS CONTAIN AN ERROR**

20% **OF SALARY
BILL SPENT
ON MAKING
AND FINDING
MISTAKES**



**IT'S LIKE
HAVING
YOUR OWN
ERROR
DEPARTMENT**



**TIME
WASTED**



**STRESS
CAUSED**



**MONEY
WASTED**

**DELIVERING
Developing an
Eye for Accuracy
SINCE 2003**

59%

**REDUCTION
IN ERRORS**

MEASURABLE RETURN

PRODUCTIVITY GAINS