

# Occurrence Check Worksheet

Use this form to collect and organize data on observed occurrences to support the creation of a Pareto Chart.

Organization/Unit Name: \_\_\_\_\_

Topic Question: \_\_\_\_\_

Location Specifics: \_\_\_\_\_ Data Recorders: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Record the observed data on the checklist below:

Occurrence or Occurrence Cause	Count (Use check marks)	Total Check Marks	Percentage of Total

