

FREE GUIDE

The Quality Checkpoint Checklist

Reduce rework by catching issues
at handoffs

Most Rework Happens at Handoffs

THE PROBLEM

Someone finishes a task, sends it to you, and you discover it is wrong. Now you are fixing it, explaining it, and sending it back. The task takes twice as long as it should have.

20-30%

of capacity lost to rework
(10-15 hours per week)

THE ROOT CAUSE

The problem is not that people are careless. The problem is that handoffs do not have quality checkpoints. Work moves forward without anyone checking if it is ready.

No checkpoints means no quality control. Issues slip through and become rework.

The 6-Checkpoint Quality Framework

1. Complete

All required fields filled, all steps finished, no blanks or "TBC" placeholders

EVIDENCE: VISUAL INSPECTION

2. Accurate

No errors, calculations correct, data matches source

EVIDENCE: SPOT-CHECK 3 RANDOM ENTRIES

3. Formatted

Follows template, naming conventions, file structure intact

EVIDENCE: TEMPLATE COMPARISON

4. Compliant

Meets regulatory requirements, follows internal policies

EVIDENCE: CHECKLIST COMPLETED, APPROVALS ATTACHED

5. Ready

All dependencies resolved, no blockers, next step can start immediately

EVIDENCE: DEPENDENCY CHECK

6. Documented

Notes added to CRM/PM tool, changes logged, audit trail clear

EVIDENCE: SYSTEM CHECK

If work does not pass all checkpoints, it goes back for fixes before it moves forward.

5-Step Installation Process

IMPLEMENTATION STEPS

- 1** Choose one high-risk handoff (e.g., client onboarding, invoice processing, compliance documentation)
- 2** Customise the checklist for that specific handoff (add industry-specific checkpoints if needed)
- 3** Train the team on the checklist (10-minute walkthrough showing what "pass" looks like)
- 4** Enforce the checklist for 2 weeks (no exceptions, every handoff gets checked)
- 5** Review and refine (ask the team what checkpoints are unclear or missing)

ESCALATION TRIGGERS

- Client-facing error:** Escalate to manager immediately (do not send back)
- Compliance breach:** Escalate to compliance officer immediately
- Data loss or corruption:** Escalate to IT/operations immediately
- Repeated failures:** Escalate to manager after 2nd failure on same task
- Deadline risk:** Escalate if fixes will cause deadline miss

Ready to Reduce Rework by 50-70%?

Unlock the Full Playbook

Get the complete Quality Checkpoints Playbook with rework cost calculator, root cause analysis template, and continuous improvement loops.

[Unlock the playbooks library →](#)

Book a Strategy Call

I will review your specific workflows, identify your top 3 rework triggers, and show you exactly how I would install quality checkpoints.

[Check to see if you qualify →](#)

About Remotee

I help Australian businesses reduce rework by building compliance-ready quality control systems. I do not just place people. I build the systems, train the team, and give you ongoing support.

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