FREE RESOURCE

UK data cleansing checklist

Forty-two checks we run before, during and after cleaning a customer or business data file. Work through it on your own export, or hand it to whoever is quoting for the job and ask which steps they skip.

How to use this checklist

Run the stages in order. Stage 1 and 2 happen before a single value is changed; most cleaning projects that go wrong skipped them. Each item is a yes or no question about your file. Where an item does not apply (no phone numbers, no addresses), cross it out rather than leaving it blank, so the finished sheet shows what was checked and what was out of scope.

The rules behind the checks are the ones on our data cleaning service page and in the guides linked at the end. Nothing here needs a particular tool. A spreadsheet is enough for a file of a few thousand rows; beyond that, script the checks so they can be re-run on the next export.