

			<h2>Continual Improvement</h2>
QMS PQ20	Rev A	Date 10-03-17	Procedure Authority: Quality Manager

Purpose: The purpose of this procedure is to describe and direct activities associated with continual improvement.

Scope: This procedure applies to continual improvement project identification, team oriented approach, management involvement and typical methodology (PDCA).

Responsibility: The Quality Manager is responsible for administering this procedure.

Definitions: Incremental improvement = improvement realized over time
Breakthrough improvement = improvement realized immediately

Reference Documents: NA

Procedure:

1. As part of monitoring and controlling our QMS, an initiative of continual improvement (CI) is a prime objective. CI will be an ongoing effort to improve products and processes with both incremental and breakthrough improvements as appropriate.
2. A multidiscipline CI team, facilitated by specific process owner's, will review associated products and/or processes and propose improvement ideas or a need for improvement to management.
3. The plan-do-check-act (PDCA) cycle is an improvement model that may be used as its concepts will fit most CI circumstances.
 - Plan – Identify and opportunity and plan for change
 - Do – implement the change on a small scale.
 - Check – Use data to analyze the results and determine whether the change was effective.
 - Act – If the change was successful, implement it on a wider scale and continuously assess the results for effectiveness. If the change did not work, begin the cycle again.

Note: *Other methods may be used as appropriate, but with regard to data gathering and analysis, management will determine when enough information has been obtained. Once a level of confidence is achieved, management will direct the team to move on.*

4. CI projects will be documented and may be in the form of management review minutes, corrective and preventive actions, and/or PFMEA's as appropriate.

AMENDMENT RECORD

Revision	Date	Details	Authority
A	10-03-17	Originated	Ed Ide