

			<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