

Codification		
Date		
Process		
Owner		
Written by		
Period		
Participants	Name	Department
1		... (upstream process owner)
2		... (downstream process owner)
3		Quality
4		
5		
6		
7		
8		
9		

Agenda

Point	Subject
1	Follow up of actions from the previous process review
2	Process improvement obtained
3	Status indicators, audit results
4	Suggestions and questions
5	New problems, constraints, requirements, interactions
6	Analysis of nonconformities, root causes of problems
7	Potential risks
8	Improvement opportunities
9	Various

Decisions of the process review

Subject	Subject progress	Decision	Responsible	Deadline
1	Follow up of actions from the previous process review			
	All actions implemented unless: ...	Action not completed because of ... New responsible and deadline for the establishment of ...	Paul Martin	w. 25
2	Process improvement obtained			

3	Status indicators, audit results			
4	Suggestions and questions			
5	New problems, constraints, requirements, interactions			
		Changing the process documentation (documented information, work instruction, record form)	Thierry Petit	w. 27
6	Analysis of nonconformities, root causes of problems			
	Rapport 8D			
7	Potential risks			
8	Improvement opportunities			
		Changing the process sheet, improved tools, new resources, training	Jean Dupond	w. 26
9	Various			