logo	Process review report	0201

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	Dead-line
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**			