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| logo | Process review | 2802 |

« Process review » report

|  |  |  |
| --- | --- | --- |
| 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 | Monitoring of the actions from the previous process review |
| 2 | Obtained process improvement? |
| 3 | Status of indicators, audit results |
| 4 | Suggestions and questions |
| 5 | New problems, constraints, requirements, interactions |
| 6 | Analysis of nonconformities, root causes of the problems |
| 7 | Proposals for improvement |
| 8 | Various |

Decisions of the process review

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Progress on | Decision | Responsible | Time frame |
| 1 | Monitoring of the actions from the previous process review | | | |
|  | All actions implemented but: … | Action not completed due to: ... New deadline for the responsible for the implementation of ... | Paul Martin | w. 25 |
| 2 | Process improvement obtained | | | |
|  |  |  |  |  |
| 3 | Status of indicators, audit results | | | |
|  |  |  |  |  |
| 4 | Suggestions and questions | | | |
|  |  |  |  |  |
| 5 | New problems, constraints, requirements, interactions | | | |
|  |  | Change of process documentation | Thierry Petit | w. 27 |
| 6 | Analysis of nonconformities, root causes of the problems | | | |
|  | 8 D report |  |  |  |
| 7 | Improvement proposals | | | |
|  |  | Change of process sheet, new resources, trainings | Jean Dupond | w. 26 |
| 8 | Various | | | |
|  |  |  |  |  |