[Organization logo]

[Organization name]

Commented [16A1]: All fields in this document marked by square brackets [ ] must be filled in.

PROCEDURE FOR CONTINUAL IMPROVEMENT

Code:	
Version:	
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [16A2]: The document coding system should be in line with the organization's existing system for document coding; in case such a system is not in place, this line may be deleted.

Distribution list

Commented [16A3]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

Change history

Date	Version	Created by	Description of change
	0.1	16949Academy	Basic document outline

Table of contents

Commented [16A4]: Update this Table of contents once you're written the whole document.

1. Purpose, scope and users

The purpose of this procedure is to define the continual improvement process in a systematic way, and to define a methods and measurement system for the effectiveness of continual improvement methods.

Users of this procedure are [members of quality department] in [organization name].

2. Reference documents:

- IATF 16949:2016, clauses: 10.3

3. Continual Improvement Process

3.1. Define CIP (Continual Improvement Process)

[Job title], who owns the CIP is in charge for implementing the following methods in [company name]:

Commented [16A5]: Replace with responsible person from your organization. For example, Quality Manager, Project Manager.

- Statistical process control
- [illegible]
- [illegible]

3.2. Implementation of statistical process control

[Job title] implements statistical process control methods in order to reduce waste and variation in [illegible]

Commented [16A6]: Replace with responsible from your organization. For example, he/she can be: Quality Manager, Project Manager.

- Defining product characteristics/process parameters which need improvement
- [illegible]
- [illegible]
- [illegible]
- Define action plan for improving process capabilities

3.3. Capability assessment

[Job title] performs capability assessment of the manufacturing process based on data provided by Statistical Process Control and records the results in the Capability Form.

[illegible]

C_P values	[illegible]
$C_P < 1.00$	The process capability is inadequate
$1.00 \leq C_P \leq 1.33$	[illegible]

$1.33 \leq C_P \leq 1.50$	The process capability is satisfactory
$1.50 \leq C_P \leq 2.00$	[illegible]
$2.00 < C_P$	[illegible]

When the assessment shows that the process is not capable of delivering what is expected, [illegible]

3.4. Transfer information to risk analysis or FMEA methods

[illegible] according to Procedure for Addressing Risks and Opportunities and processed using specific methods.

Commented [16A7]: Typically, the Quality Manager. Replace with your organization's specific responsible person.

3.5. Continual improvement measurement

[Job title] is responsible for measuring the effectiveness of continual improvement processes. This is [illegible]

Commented [16A8]: Typically, the Quality Manager. Replace with your organization's specific responsible person.

Commented [16A9]: Define other metrics/ measurement systems specific to your organization here.

4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Statistical Process Control Form	PR.20.1	End of Life + 15 years	[office]	Locked room	[job title]
Capability Form	PR.20.2	End of Life + 15 years for end of life	[office]	Locked room	[job title]

Commented [16A10]: Adapt to your organization's practice, rules.
Carefully check your customer requirements if they exist.

Commented [16A11]: Adapt to your organization's practice, rules.
Carefully check your customer requirements if they exist.

5. Appendices

- Appendix 1 – Statistical Process Control Form
- Appendix 2 – Capability Form