

[Organization logo]

[Organization name]

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PROCEDURE FOR CONTINUAL IMPROVEMENT

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1. Purpose, scope and users

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

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

2. Reference documents:

- ISO 45001:2018, clauses 10.1 and 10.3
- OH&S Manual
- Procedure for Internal Audit
- Procedure for the Management of Nonconformities and Corrective Actions
- Procedure for Management Review

3. Continual Improvement Process

The continual improvement process is overseen by [job title], who ensures it is integrated in other

3.1. Types of improvement

[Organization name] is committed to continual improvement of suitability, adequacy and

established.

Short- and long-term improvements can be divided into the following categories:

- [redacted]
- [redacted]
- [redacted]

Depending on the category of the improvement, the relevant people will be responsible.

3.2. Identification of improvement opportunities

[Job title] needs to consider following sources when identifying opportunities for improvement:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- OH&S risks and opportunities;

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[organization name]

- [redacted]
- [redacted]
- Results of internal and external audits; and
- Management reviews.

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[Job title] needs to review information gathered from the above-mentioned sources and decide whether other people from the organization need to be involved in the analysis of the current situation. During the analysis, [job title] needs to identify the issues and problems that need to be addressed with the improvement activities.

All the issues and problems are recorded in the Continual Improvement Plan and Review by [job title].

3.3. Planning improvement activities

Based on the analysis, [job title] proposes possible solutions to address the issues and problems. [Top management] approves the proposed activities and resources from [redacted] and [redacted] and the improvement activities to address identified issues and problems. Planning of the activities includes assigning responsibilities and resources, as well as defining the activities and determining the methods to perform the activity.

Commented [45A7]: E.g. CEO; Board of Directors, etc.

The information about the planning is entered in Continual Improvement Plan and Review by [job title].

3.4. Implementation of improvement activities

Based on the Continual Improvement Plan and Review, [job title] provides people responsible for a particular improvement activity with the necessary human resources and other resources from within the organization to perform the activity.

The progress and status of the improvement activities is monitored by [job title], who will, when necessary, make changes to the improvement activities and make a record of the changes in the Continual Improvement Plan and Review.

3.5. Measuring effectiveness of improvement activities

Once the actions are implemented or, in the next management review meeting, [job title] and [top management] will assess the effectiveness of the activities based on the current performance of the [redacted].

4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	

[organization name]

Continual Improvement Plan and Review	PR.14.1	2 years	[office]	Locked room	[job title]
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5. Appendices

- Appendix 1 – Continual Improvement Plan and Review