PROCEDURE REVIEW FORM

Why do we do this –   in order to test/develop and improve the process.

We want to OBJECTIVELY review the process. Something has gone wrong – we want to review it – ? (some of us may have different versions of procedures or knowledge. The outcome is improved communication. **It is imperative to report the Flaw/conflict immediately otherwise it will continue to occur & this is "downtime" for all concerned.**

Date: ……./……./……

☐   1. The Manager and the person that found the flaw should "Clearly define"
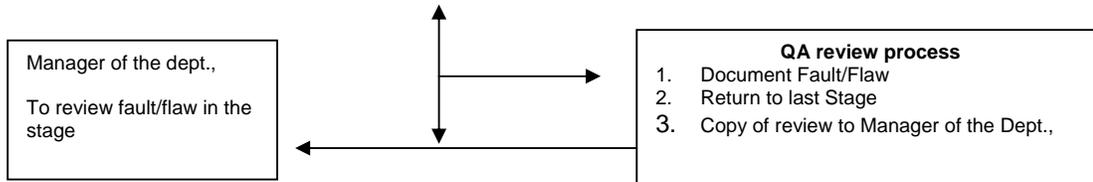
From: _____   what is the Flaw/conflict (use the boxes) + note at which "stage" on the production line graph

The Process	What stage/position are we at in the process	Flaw/conflict/problem
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Date of incident: /   /

Production line
Start -----------------| stage -------------------|stage ----------------------| stage ------------------------| stage -------------------[ ] finish

Manager of the dept., To review fault/flaw in the stage	**QA review process** 1. Document Fault/Flaw 2. Return to last Stage 3. Copy of review to Manager of the Dept.,

NB: Objective: To improve the "QA" and Control of the process.

☐   Now hand a copy of the form to the Manager of the dept where the flaw occurred. To:_____

☐   2. The Manager of the dept hands this form to person in charge of the last stage of the process (prior to the flaw/conflict). =_____
The operator of that process should evaluate the Flaw, review & answer 3 below for improvement and action.

☐   3. Review by operator – complete all items below and hand back to Manager for evaluation and action as appropriate. Date: /   /

Provide answers to the following (use space below or overleaf), prefix the answer with the question Number

3.1 Why do we do this stage ___?

3.2 Why do we do the answer to 3.1?

3.3 Why do we do the answer to 3.2?

3.4 What caused the Flaw?:3.3

3.5 Why do we do the answer 3.4:

3.6 Why do we do the answer 3.5:

3.7 Solution?

3.8 How to measure Performance?