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| <http://quality-management.magt.biz> | Sunday, January 25, 2015 |

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| **Justification** |
| This Procedure is written because: | 🞎 Of the lengthiness of the process. |
| 🗷 Of the complexity of the process. |
| 🞎 The process is routine, but it's essential that everyone strictly follows the rules. |
| 🗷 The process demands consistency. |
| 🗷 The process involves documentation. |
| 🞎 The process involves significant change. |
| 🗷 The process has serious consequences if done wrong. |

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| **Organization Details** |
| Organization Name |  |
| Organization representative |  |
| Organization Address |  |

6.0 Update Lessons-Learned Register

(Quality Mngr.)

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| **Responsibilities** |
| 1. The departmental manager of the affected area or his designee is responsible to identify the root cause of occurred non-conformity, to elaborate it and to implement corrective action.
2. The QA/QC manager or his representative with the support of the departmental manager studies the corrective action and the underlying non-conformity and kicks-off prevent action procedure.
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| **Process** |
| 1. Study previous corrective actions and the underlying root cause of the non-conformity.
2. Propose adjustments to avoid repetition.
3. Record and analyze data.
4. Propose preventive action.
5. Verify effectiveness of corrective actions.
6. Update the Lessons-Learned Register.
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5.0 Verify Effectiveness

(Quality Mngr.)

4.0 Propose Preventive Action

(Quality Mngr.)

3.0 Record & Analyze Data

(Quality Mngr.)

2.0 Propose Methodology Adjustment

(Department Mngr.)

1.0 Study Root-Causes

(Department Mngr.)

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| **Output(s)** |
| Outputs of this procedure are:* Updates to work methodologies,
* Updates to training plans and/or approved material lists (whatever applicable)
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| **Input(s)** |
| Common inputs to this procedure are,* Established processes and procedure documentation,
* Management Plans,
* Non-Conformance Reports and Corrective Action Reports,
* Lessons Learned Register,
* Data Records
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| **Purpose and Scope** |
| The purpose of this procedure is to establish the process for identifying, documenting, analyzing, and implementing preventive action.The scope of this preventive action procedure is to eliminate causes of non-conformities in order to avoid their repetition as well as to study and analyze data records in order to pro-actively avoid non-conformities to happen in the future. |