
Continual Improvement

1.0 Purpose

This document describes the methods how to perform continual improvement to ensure that LGL can continuously increase the capability to meet the customer requirement.

2.0 Introduction

2.1 **Quality Manager** is responsible to ensure this procedure is implemented and maintained.

2.2 **Departmental Manager** has overall responsibility for each own improvement process to ensure the continual improvement is proceeded smoothly.

3.0 Process Input Requirement

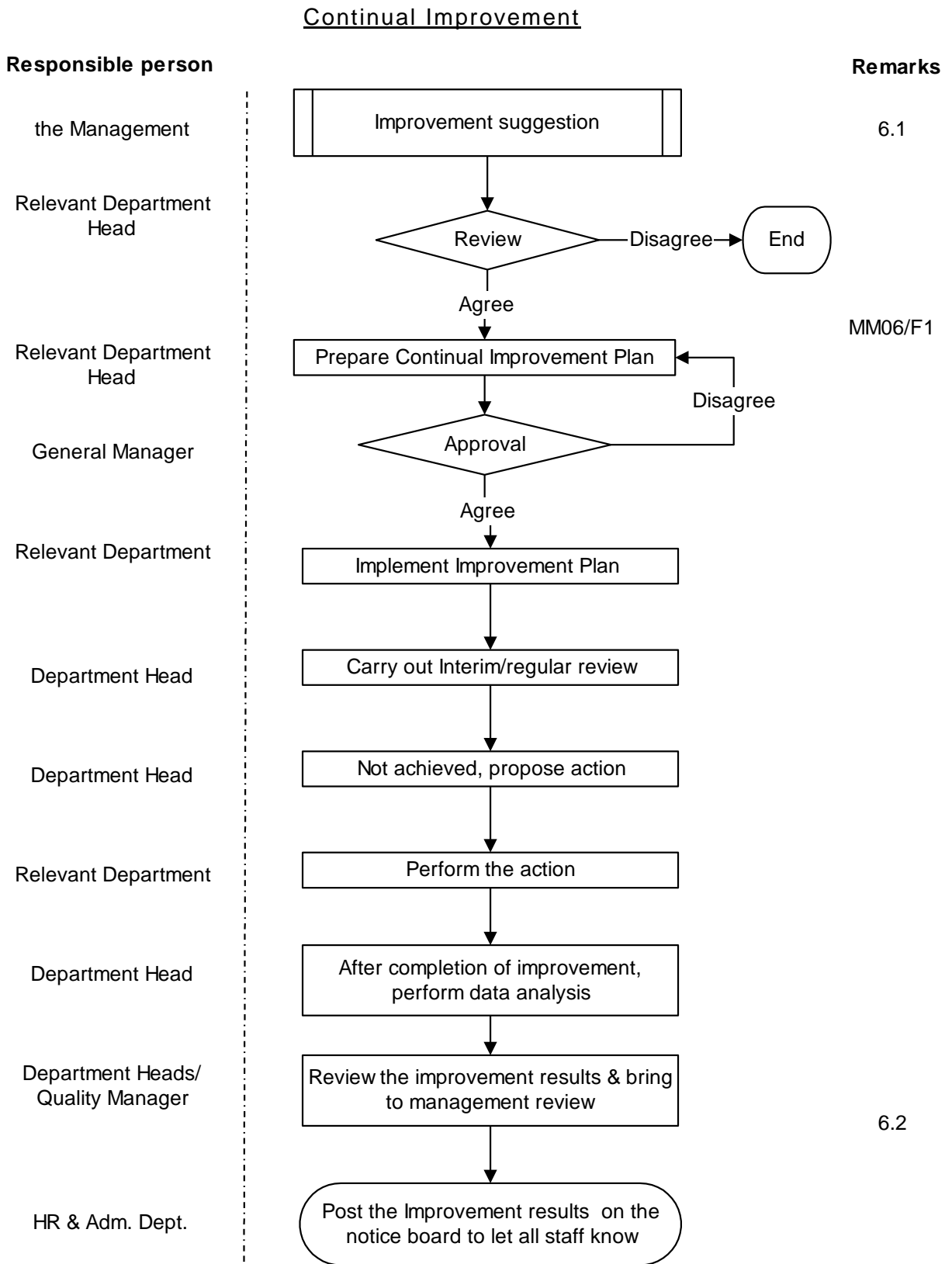
3.1 First of all, the need for Data Analysis and / or continual improvement in certain area should be identified.

4.0 Relevant Documents

Nil

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5.0 Procedure (Flowchart)



Continual Improvement

6.0 Remarks

- 6.1 Departmental management can facilitate the improvement opportunity through the use of quality policy, audit results, analysis of data, corrective and preventive action and management review, particular in review of existing resource and performance status whether further improvement can be sought. Proposed intent for improvement shall be submitted to each **Department Head**.
- 6.2 Communicate the improvement results to all staff, to let them know the company quality commitment and increase the quality awareness.

7.0 Record

Record	Form No.	Responsible Staff	Minimum Retention Period	Filing Index
Continual Improvement Plan	MM06/F1	Relevant Manager/Quality Manager	3 years after completion of improvement	By Date