



	Activity	Responsibility	Other Processes							
PLAN	Ensure a <u>plan for achieving key performance indicators</u> on six monthly basis is prepared. Prepare <u>list of data analysis tools</u> considering all records. Identify frequency and method for analysis.	HOD Process owners	Prepare plan for respective processes.							
DO	Ensure that respective analysis is carried out at defined frequency. Review the results , conclude and initiate actions. Promote employees to initiate <u>kaizen</u> . Identify breakthrough projects for improvement related to cost reduction, productivity / quality improvement and record in <u>SRP (Systematic re-engineering project)</u>	HOD process owners HOD Process Owners	Carry out data analysis as per respective tool Promote kaizen in respective process.							
CHECK	Form a team and take up the continual improvement project. Monitor improvement to expected level. Arrange monthly presentations on kaizen and SRP by resp. plants.	Process Owners HOD	 Prepare and present data of improvements.							
ACT	Monitor achievements of targets for KPI for each month and record details in KPI Monthly Data and successful SRP implementations.	HOD								
<table><tr><td rowspan="3">Note - Underlined text above indicates documents & records..</td><td>Rev. No : 1.1</td><td>Page: 1/1</td></tr><tr><td>Date : 1st July , 2017</td><td>ISO 9001:2015 Clause 9.1.3</td></tr><tr><td>Approved by : MD</td><td>Issued by: M.R</td></tr></table>				Note - Underlined text above indicates documents & records..	Rev. No : 1.1	Page: 1/1	Date : 1st July , 2017	ISO 9001:2015 Clause 9.1.3	Approved by : MD	Issued by: M.R
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