

PROCESS IMPROVEMENT TEMPLATE

FORMAT NO.:

Employee Name: _____ Designation: _____

Department From: _____ Key Process Knowledge: _____

Suggestions for Department: _____ Operation Specified? : _____

Name of Process: _____ Operating For: _____

Improvement Suggestion for Process:

What is weakness of Current Process?

Controls suggestions for Process

Expecting Benefits

Is there any suggestion for Environment, Health and safety concern to Process?

Analysis on Process Change / Improvement /Amendment

Is there Change Approved ?

Approved By: _____

Date: _____