



BPK for Controlling and Releasing Test Procedures

12/9/2019

Event Information

BPK for Controlling and Releasing Test Procedures

Scope:

- Investigation and improvement to the control and release of test procedures

Objectives:

- Document procedure for creation, release, and modification of test procedures

Sponsor: Lucien Rainville

Team Leader: Brad Hale

Team Members: Chris Bradley, Susan Judd, Thomas Winter

Ad-Hoc: Eric Christenson



Key Issues Identified

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- Multiple document control schemes exist for test procedures in each department
 - Scattered document locations
 - No documented procedure existed prior to the event
 - Ownership was not readily defined
 - Document approvers not previously defined
 - Finding RMA test documents during inspection can be a challenge

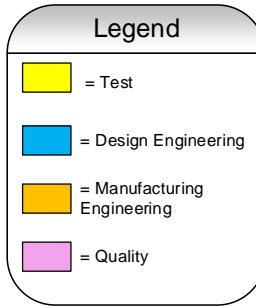


Accomplishments

- Documents will all follow the same submission procedure
 - All located in Q-Pulse
 - Author/Owner/Approvers defined
 - Procedure number added to SAP routing for clarification
- Created the first draft of Controlling and Releasing Test Procedures Standard Work
- Reference spreadsheet will simplify finding the test procedures for RMA inspections

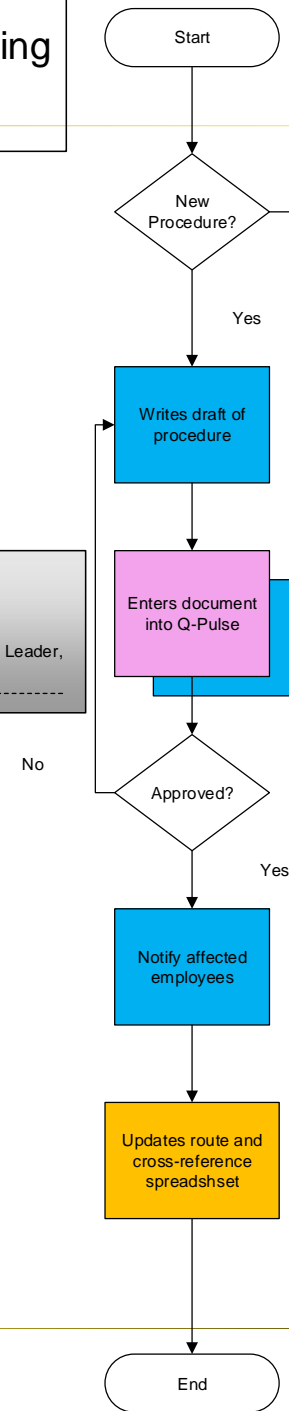


Controlling and Releasing Test Procedures



Note:
 -Assign/revise document number
 -Approval Group:
 -Engineering Manager, Test Department Group Leader,
 and Quality Engineering

Note:
 -Change request submitted
 Through Q-Pulse for
 Applicable document number



Future Procedure Flow

Kaizen Costs and Action Items

Kaizen Cost			
Description	Cost	Qty	Total
Total			\$0

Item #	30 Day Action Item	Responsibility	Target Date
1	Garner Approval for Standard Work and Train	Brad Hale	1/9/2020
2	Project: Add Legacy Test Procedures to Q-Pulse	Chris Bradley	2020
3	Create reference spreadsheet and store on server location F/Apps/Test Procedure Management	Brad Hale	Complete
4			

Lessons Learned

- Learned what Q-Pulse is and its functionality
- Accepted and substantiated are not the same

what are other
words for
substantiated?



confirmed, prove, confirm,
affirm, verify, verified,
established, support, incarnate,
corroborated



Thank you! – Questions?

