HEXATECH	QUALITY SYSTEM ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
Date:	**Process Improvement Action Plan & Notification Memo**	Revision No.: 0		Document Ref: QSA-REC-PIAPNM

To All Department Manager Concerned

This is to inform that you are required to conduct a Process Improvement Action (PIA) Program in accordance to the plan, program, scope and objectives as stated below. A copy of the relevant PIA Plan & Program involving your department is attached for your perusal. You shall comply to ISO procedure QSA-PRO-05 and forward your report (using the PIA Report Form attached) to the ISO Manager (IM) before the required Completion Date as stated below.
Thank you. From: ISO Manager (Note: This PIA Plan & Notification Memo had been approved by Managing Director upon its issuance).

PIA Plan No. _____ IM _____ MD _____

PIA Program Start Date: _____ Completion Date: _____ QSAE _____

Dept	Manager Name	Improvement Area	Problem Statement & Root Cause	Scope & Objectives	ISO Procedure / Method Statement	Remarks