

Q6

21 Scott Street
 PO Box 42
 Heywood Vic 3304
 Tel: 03 5527 0000
 Fax: 03 5527 0009
 www.windamara.com
 wmac@windamara.com



Continual Quality Improvement Suggestion (CQI) – How to Improve our Future		
CQI Log # (Office Use)		Date Received by QCO
Name of Initiator		Date
Where did the CQI come from?	Good Idea Client Suggestion Audit	Service Provider Feedback Meeting Action/outcome Other?
Business Unit it relates to?		Manager Notified?
Brief description of Suggestion		
Why is this needed?		
Are there any contributing factors that caused this to occur?		
Has anything been done to fix the issue? (If it is urgent please attach an internal request where required and submit to GMO)		
What if anything can be done to prevent it from happening again?		
Assign to Manager if not already informed (Name)		Manager Informed
CQI Action/Outcome		
Use back of form if more area required.		
Assigned Manager to communicate outcome/feedback to Initiator within 10 days and keep Initiator updated on what action is being taken		
Initiator notified on date:		Initiator initial
Where cost may likely exceed authority GMO to be informed		GMO Initial
Table at Senior Manager Meeting		Meeting date
Actions or outcomes from Senior Manager meeting?		
Evaluation of outcome of CQI		
Quality Management review required?		
CQI Closed and register updated		Date: