

## **Before you give an “I” ... Ask yourself...**

Has this been an issue that quality circle members are aware of?



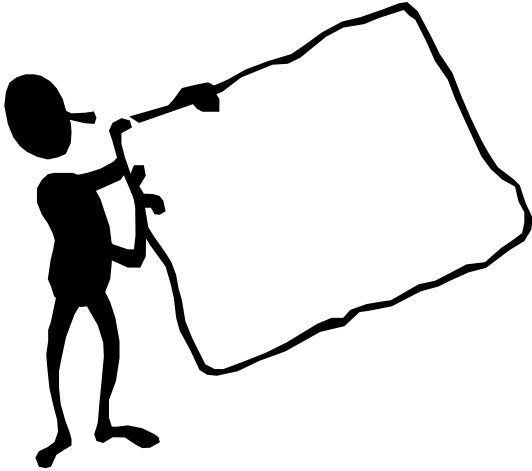
Is the quality circle not currently working to address the issue?

Is the quality circle supposed to be providing a service that they are not?

Is the issue ongoing or situational? If it is situational, is it a concern that it will happen again?

## **When you are giving an “I” you will need to...**

Make sure what you write shows evidence that the issue exists.



Make sure what you write has enough information so the quality circle knows what needs to be worked on.

Make sure what you write is not prescriptive to the quality circle. They need to work together to solve the issue.

Makes sure they understand if anyone in the quality circle gets an “I” or “C” finding, the quality circle as a whole works to improve the issue.