



2015-03 Process Exercise Rev. A – provided by Tony Lepore:

[6/2016]

Print Name, Sign and Date: _____

Take a process (Sales, Purchasing, Production, Inspection, etc.) and fill out below.

<p><u>What:</u> What are the resources needed for the process?</p> <p><i>Materials:</i></p> <p><i>Equipment:</i></p> <p><i>Software & Other Resources:</i></p>	<p><u>Who:</u> Who applies the resources?</p> <p><i>Process Owner(s):</i></p> <p><i>Personnel:</i></p>	<p><i><u>Special Process Specific Training Requirements:</u></i></p>
<p><u>Inputs:</u></p> <p><i>Input Requirements:</i></p>	<p>Process Name</p> <p>Key ISO9001 Section(s):</p>	<p><u>Outputs:</u></p> <p><i>Output Requirements:</i></p>
<p><u>How:</u> How is this process controlled?</p> <p><i>Procedures:</i></p> <p><i>Work Instructions/Flow Charts:</i></p>	<p><i><u>Records: (Forms & Logs, etc....)</u></i></p>	<p><u>Measure:</u> <i>Measurement/Analysis of process effectiveness.</i></p> <p><i>Measurement and Metric Selection:</i></p> <p><i>Method for Collection & Use of Data:</i></p>