

PROCESS FLOWCHART

Objectives

The objective of creating a process flowchart is to identify and layout the sequential steps of a procedure or process. Once the process is outlined, the flowchart can be used to identify:

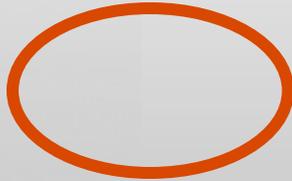
**Specific skills and knowledge
necessary to perform each task**

**Steps that can be eliminated or
rearranged for more efficient operation**

**A standardized procedure for
everyone to follow**

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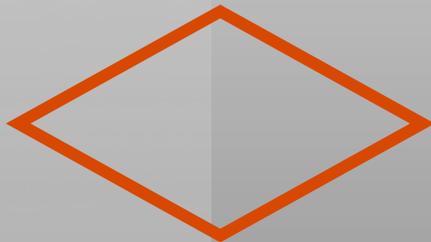
SYMBOLS



Beginning / End of Process



Task or action in process



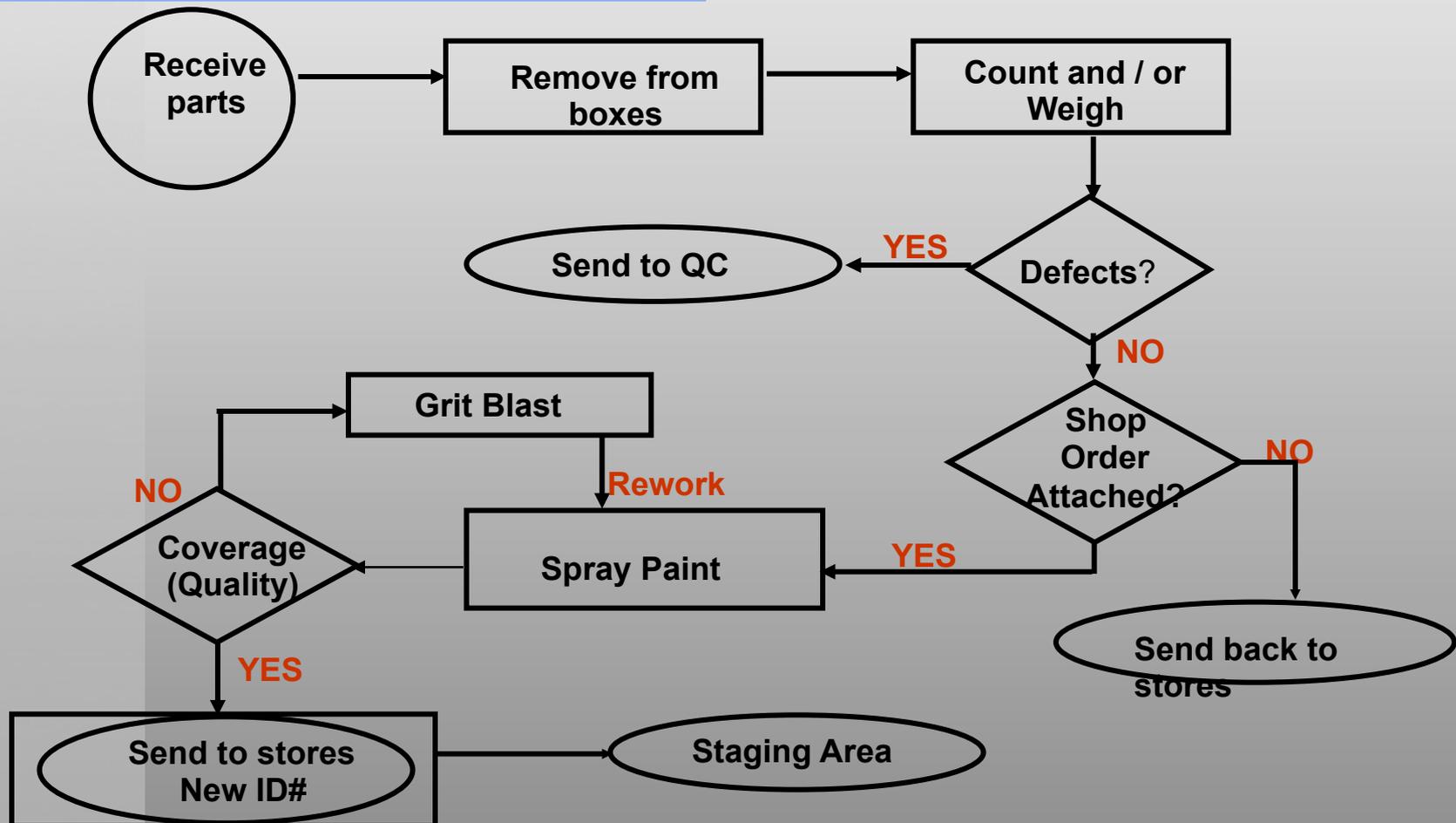
Decision point in process



Delay, wait, storage point

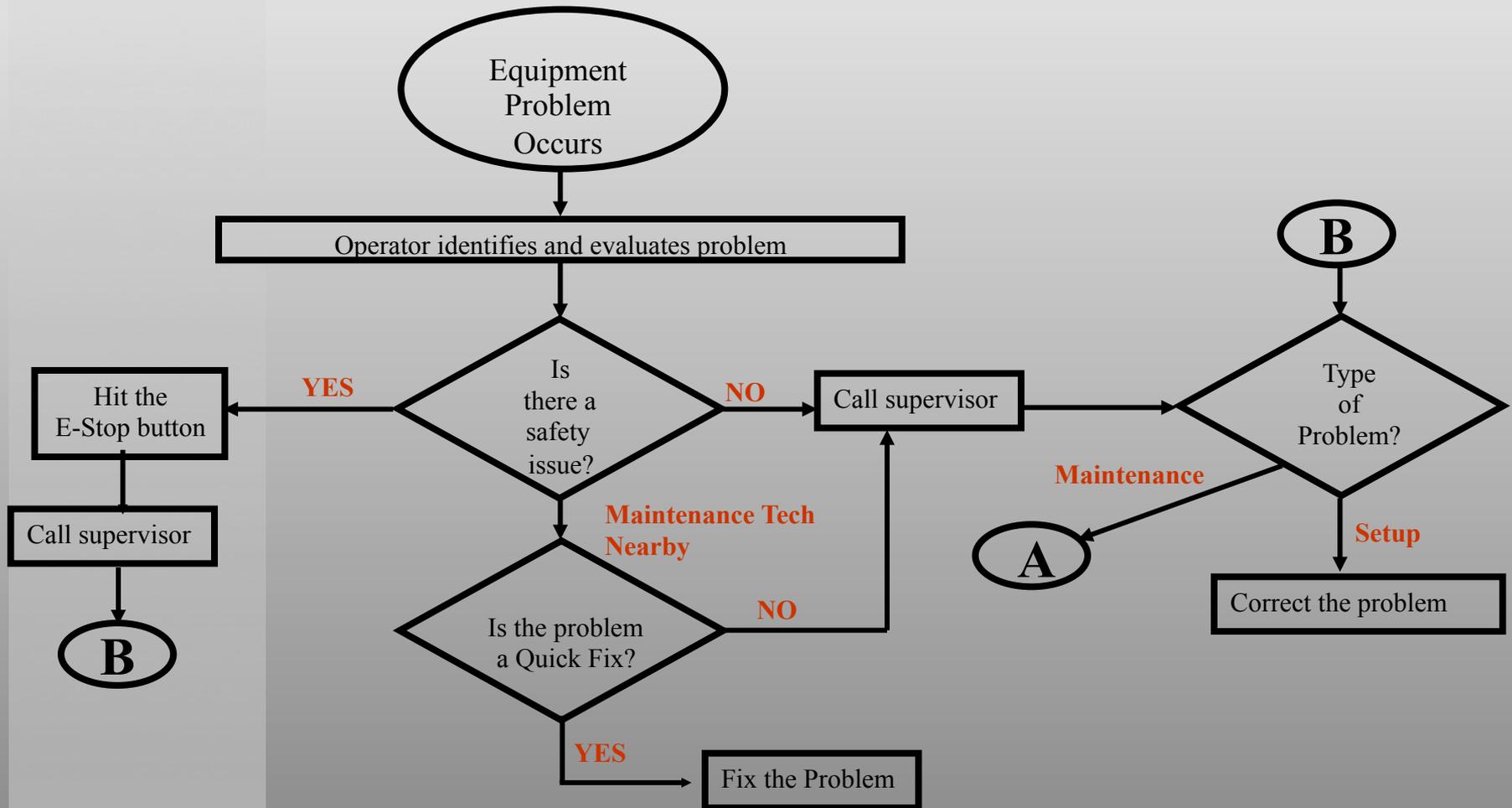
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Example I - Painting Process



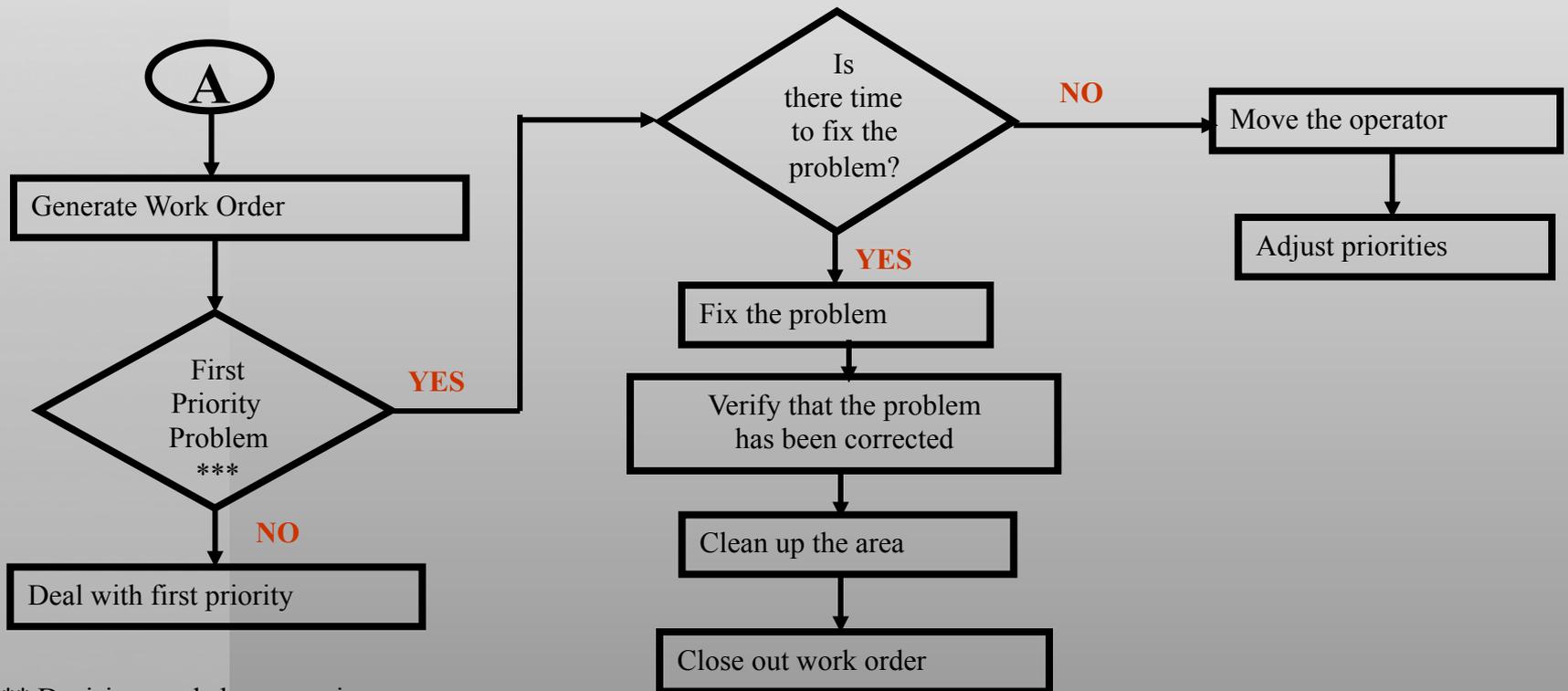
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Example II - Procedure to address equipment problems



PROCESS FLOWCHART

Example II continued



*** Decision made by supervisors