

Example Process Document

PURPOSE AND SCOPE..... 2
PROCEDURE TITLE..... 3
PROCEDURE TITLE..... 4
PROCEDURE TITLE..... 5
DOCUMENT CONTROL INFORMATION..... 6

Process

The table below describes the process for [task].

Stage	Description
1	[link to the relevant procedure]
2	
3	
4	
5	
6	
7	
8	
9	

Document Design by DTW Designs Qld Pty Ltd.
Phone 07 33002622 or
Mobile 0438580374.
www.dtw.com.au

Purpose and scope

Purpose

[describe the purpose / rationale]

Scope

This covers:

- [what is covered/included]

•

It does **not** cover:

- [what is not covered] – see [link to where it is covered]

Applies to

This applies to:

- [who]

•

It does **not** apply to:

- [who]

•

Frequency

This is carried out [when?], [how often?].

References

For more information, refer to:

- [list and link to relevant references]
- [related policies]
- [related procedures]
- [related standards]

Document Design by DTW Designs Qld Pty Ltd.
Phone 07 33002622 or
Mobile 0438580374.
www.dtw.com.au

Procedure title

When

This procedure is carried out [when?].

Who

This procedure is carried out by [who?].

Before you begin

Before you begin, you need:

- [what do you need?]
-

Procedure

To [description of task, e.g. wash the car], complete the steps below.

Step	Action
1	[describe action required] Result: [describe what happens as a result]
2	
3	
4	
5	
6	
7	
8	[describe decision to be made presented as a question]
	If...
	Then...
	[possible answer] [action required]
	[possible answer] [action required]
	[possible answer] [action required]

Next....

When you have completed this procedure you need to [link to the next procedure in the process].

Hints and tips

[describe useful hints and tips for advanced users, e.g. shortcuts.]

Document Design by DTW Designs Qld Pty Ltd.
Phone 07 33002622 or
Mobile 0438580374.
www.dtw.com.au

Procedure title

When

This procedure is carried out [when?].

Who

This procedure is carried out by [who?].

Before you begin

Before you begin, you need:

- [what do you need?]
-

Procedure

To [description of task, e.g. wash the car], complete the steps below.

Step	Action
1	[describe action required] Result: [describe what happens as a result]
2	
3	
4	
5	
6	
7	
8	[describe decision to be made presented as a question]
	If...
	Then...
	[possible answer] [action required]
	[possible answer] [action required]
	[possible answer] [action required]

Next....

When you have completed this procedure you need to [link to the next procedure in the process].

Hints and tips

[describe useful hints and tips for advanced users, e.g. shortcuts.]

Document Design by DTW Designs Qld Pty Ltd.
Phone 07 33002622 or
Mobile 0438580374.
www.dtw.com.au

Procedure title

When

This procedure is carried out [when?].

Who

This procedure is carried out by [who?].

Before you begin

Before you begin, you need:

- [what do you need?]
-

Procedure

To [description of task, e.g. wash the car], complete the steps below.

Step	Action
1	[describe action required] Result: [describe what happens as a result]
2	
3	
4	
5	
6	
7	
8	[describe decision to be made presented as a question]
	If...
	[possible answer]
	[possible answer]
	[possible answer]
	Then...
	[action required]
	[action required]
	[action required]

Next....

When you have completed this procedure you need to [link to the next procedure in the process].

Hints and tips

[describe useful hints and tips for advanced users, e.g. shortcuts.]

Document Design by DTW Designs Qld Pty Ltd.
Phone 07 33002622 or
Mobile 0438580374.
www.dtw.com.au

Document control information

Document status

The current status of this document is shown below.

Document Number	Example Process Document
Version	1.0
Issue Date	20/04/2008
Owner	Your Company Name
Confidentiality	Your Confidentiality Statement

Document history

The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of Changes
1.0	[month, year]	First issue.

Approval

This document has been approved for publishing by:

Reviewed by	[name, job title and department]
Authorised by	[name, job title and department]

Distribution

Controlled paper copies of this document are distributed as follows:

No.	Issued To

Document Design by DTW Designs Qld Pty Ltd.
Phone 07 33002622 or
Mobile 0438580374.
www.dtw.com.au