Process Creation Procedure

OWNER: OPERATIONS

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VERSION HISTORY			
VERSION NO.	1.2	**CURRENT VERSION DATE**	6/19/20
EFFECTIVE DATE	6/19/20	**EXPIRATION DATE**	
RESPONSIBLE PERSON	Operations Manager	**SIGNATURE**	Chad Blake
QA MANAGER	CEO	**SIGNATURE**	Doug Westlund
WRITER	Chad Blake	**APPROVAL**	Doug Westlund

REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

1. **Introduction**

   Proper processes ensure consistency in training and daily expectations.

2. **Definition**

   Processes are an overview of a procedure or set of procedures. A process is not a specific procedure or policy.

3. **Requirements**

   Any procedure performed on a regular basis requires a process.

   Processes must contain the following:
   - Introduction. This is the "Why" the process is necessary.
   - Definition. This is the definition or desired goal of the process being outlined.
   - Requirements. These are the minimum required sections or goals of the process.
   - Forms. If forms are required for any procedure, this section outlines where those forms are to be stored.
   - Process Review. This lists who is responsible to review the process when it is completed, and if any disciplinary action is required if the process is not executed correctly.
   - Staff Signatures. This should be the final page of all process documents.

4. **Additional Information**

   Processes may require additional requirements, steps, or information.
   Processes can contain as many sections as necessary to accurately describe the process, but no less than those required in section 3.

5. **Forms**

   All processes should be created using the Process Template.
   The Process Template can be found on the server in Y:\Westlund Concepts Forms\SOP.
   All processes should be stored on the server in Y:\Westlund Concepts Forms\SOP in a folder for that area, i.e. Install, Fabrication, Sales.

6. **Process Review**

   Area managers are required to write processes as they pertain to their area.
   Processes that overlap areas should be written with input from all managers involved with that process.

7. **Approval**

   Finalized processes must be submitted to Operations and HR for approval.
   Once approved, the process will be converted to a PDF and stored in the appropriate file location in the server. Original files will be stored in a secure file location

8. **Revisions**

   Should it be necessary to revise a process, the process owner must request a copy of the original file from operations to be edited. Once revised the process will go through the approval process as outlined in the section 7. Upon approval all previous versions will be moved to the _Archive folder.

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.

STAFF MEMBER NAME	SIGNATURE	DATE