SLAC Cocina en tu casa

Cocinar tortilla de patata PROCEDURE

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PROC-[DEPT]-00#

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# Introduction

## Purpose

Se requiere cocinar una tortilla de patata en casa.

## Scope

Cuando tengas comida con tus amigos. No se puede cocinar más tarde de las 17:00 h.

## Roles

### Cocinero

### Cualquier persona de casa que sea capaz de hacer una tortilla

## Definitions and Acronyms

No aplica definiciones y acronimos.

## References

List any reference documents that form parts of this process/procedure; may include sources. Use reference numbers when appropriate. Can also refer to appendices.

### Traceability

Map the process/procedure to industry certification standards, if applicable.

### Policies

Map the process/procedure to relevant policy, act, or regulation, if applicable.

### Standards

List the standards used to create the process/procedure.

### Processes

List the processes referenced in the process/procedure.

### Procedures

List the procedures referenced in the process/procedure.

### Guidelines

List the guidelines referenced in the process/procedure.

### Templates

List the templates referenced in the process/procedure.

### Checklists

List the checklists referenced in the process/procedure.

### Training

List courses that teach this process/procedure.

### Tools

List tools used to implement this process/procedure, if applicable.

## Inquiries

Gerente:

* Web-site: cocinaentucasa.com
* Email address: [gerente@gmail.com](mailto:gerente@gmail.com)
* Telephone number: 654739123

# Procedure (Steps)

The following set of procedures must be followed to accomplish a given task.

## Begin a list of steps beginning at the number one

1. Select format “Step 1 sf\_restart\_steps” to begin the Step List at number one.
2. Continue with your list of items.
3. Ensure that the Bypass keys for each test stand are in the possession of the designated Radiation Physicist.

**Note:** You can insert a note at any time if relevant.

## Begin a list of steps that restart at the number one

1. To restart number, right-click “Step 1” text, and select “Restart Numbering” from pull down menu.
2. Numbering will continue from here one.

# Process/Procedure (Mapping)

## Entry Criteria

| Details of Entry Criteria |
| --- |
| * Te llama un amigo para que quedeis a comer. * Llamas a un amigo para comer. |

## Process/Procedure Map

Using conventional rules for flowcharting, as referenced in Appendix C – Flowcharting Symbols, draw a pictorial presentation of the inputs, activities, sequence, decision points, and outputs within the process/procedure.

Number each activity that has further details in the Activities Table.

## Inputs

Describir las entradas consumidas por las actividades en el proceso o procedimiento.

| Input | Detail of Inputs and remarks | Ref. |
| --- | --- | --- |
| Patatas | * Bullets | Template Reference |
| Huevos |  |  |
| Sal |  |  |
| Aceite |  |  |
|  |  |  |

## Activities

Describe the set or web of activities performed as part of this process procedure.

| No. | Activities | Action by | Detail of activities and remarks | Ref. |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

|  |  |
| --- | --- |
| Field | Description |
| No. | Refers to number on process/procedure map. |
| Activities | Refers to name or title in box on process/procedure map (similar but not necessarily identical). |
| Action by | Functions that perform the activity. Refer to Roles. |
| Details | Describes main activities such as develop, review, and approve. |
| Ref. | Reference the elements of the standard being covered by the activity; can also reference other documents such as procedures, guidelines, templates, checklists, training, and tools. |

## Outputs

Describe the outputs produced or modified by the activities in this process/procedure.

| Output | Detail of Outputs and remarks | Ref. |
| --- | --- | --- |
|  | * Bullets * Bullets | Template Reference |
|  |  |  |
|  |  |  |
|  |  |  |

## Verification and Validation

Describe the validation activities or checklists to determine if the outputs are usable.

| Output Validation | A checklist of the properties that each output must have to validate each deliverable. | Reference |
| --- | --- | --- |

Describe the verification activities or checklists to determine if the outputs are within specification.

| Process/procedure Verification | A checklist that reflects the process/procedure flow of each input. | Reference |
| --- | --- | --- |

## Exit Criteria

Describe an output’s state (or condition) required before the process or procedure can be declared “complete”.

| Details of Exit Criteria |
| --- |
| * Bullets * Bullets |

## Metrics

|  |  |  |
| --- | --- | --- |
| Process Measures | How this process/procedure is measured to determine its contribution to the business. Will need to compile data, possibly to demonstrate to the organization the return on the investment from the process improvement | Reference |

## Records Control Table

| Description (no. and name) | Storage Location | Filing / Index | Minimum Storage Period |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Field | Description |
| Description. | Number or title of the record or form. |
| Storage Location | Identifies where the item can be found. |
| Filing / Index | Sequence of the document. |
| Minimum Storage Period | Amount of time a record or document will be kept once created. |

## Controlled Documents Table

| Number | Name | Revision Date (or version) | Owner |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

Other columns may be added to the document management table, however, this may be unnecessary given SharePoint’s functionality.

Appendix A – Dictionary of Terms

An alpha list of words and information about them

Appendix B – Acronyms

Appendix C – Flowcharting Symbols

|  |  |
| --- | --- |
|  |  |
| **Parallelograms** represent **inputs** and **outputs** to or from a process/procedure. |  |
|  |  |
|  |  |
| **Rectangles** represent individual process/procedure **activities**. | **Diamonds** represent important **decision points** in the process/procedure. |
|  |  |
|  |  |
| **Lines** with arrowheads connect symbols to show the progression or direction of the activities. | **Circles** represent connectors when a process/procedure flowchart continues on the next page. |

Appendix D – Bibliography

1. Human Resources Development Inc., *Writing Procedures* (example / template), No. 02 1999-06-07.

Appendix E – Document Change Control

This chart contains a history of the revisions made to this document. Typically the document itself should be stored in revision control, and a brief description of each version should be entered in the revision control system. This may be unnecessary given SharePoint’s functionality.

|  |  |  |  |
| --- | --- | --- | --- |
| Revision Number | Date of Issue | Author(s) | Brief Description of Change |
| 0.1 | 1999-06-15 | Last, First | Initial Draft |
| 0.2 | 1999-08-11 | Last, First | Updated to comply with TBS Document/Web Standards. |
| 1.0 | 1999-11-09 | Last, First | First Draft |
| 1.0 | 2000-01-14 | Last, First | Second Draft |
|  |  |  |  |