

Process Name

Business Process Document

**Document Control**

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| --- | --- |
| **DATE CREATED** | **PROCESS NAME** |
|  |  |
| **VERSION NO.** | **CREATED BY** |
|  |  |
| **DATE OF LAST UPDATE** | **PROCESS OWNER** |
|  |  |
| **LAST UPDATED BY** | **NEXT REVIEW DATE** |
|  |  |

**References**

References that supports the procedure (policy, regulations, or other SOPs)

|  |  |  |
| --- | --- | --- |
| REFERENCE DOCUMENT TYPE | NAME | LOCATION / LINK |
| *pdf, xlsx, docx, etc.* |  |  |
|  |  |  |

**Document Change History**

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| --- | --- | --- | --- |
| VERSION | DATE | DESCRIPTION OF CHANGE | COMPLETED BY |
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**Reviewers**

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| NAME | POSITION, DEPARTMENT | DATE |
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**Approvers**

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| VERSION APPROVED | NAME | POSITION | DATE | SIGNATURE |
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**Introduction**

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| PURPOSE | *(Describe the purpose of this process document)* |
| SCOPE | *(What facets of operations and equipment or departments do these procedures apply to?)* |
| PREREQUISITES | *(Outline information required before proceeding the procedure; for example, system access, data requirement, etc.)* |
| ROLES  AND  RESPONSIBILITIES | *(Define who is responsible for carrying out different aspects of the process (RASCI/RACI Model))* |
| ROLE | RESPONSIBILITY |
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**Keywords & Definitions**

Define any acronyms, jargon, or terms that might have multiple meanings.

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| KEYWORD | DEFINITION |
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**Process**

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| PROCESS  DESCRIPTION | *(Describe the background information of the process)* |
| INPUT | *(List down the necessary input items such as data sources, required to carry out the process.)* |
| LIMITATIONS | *(Define what tasks are not included in this process)* |
| OUTPUT | *(Define expected outcome, checklist, etc.)* |
| EXCEPTIONS TO   ROUTINE PROCESS FLOW | *(Define under what circumstances this process should not be followed, if any. Please*  *provide a link to an exception process.)* |
| POINTS OF CONTROL | *(Identify the risks in the process and define control points to help the process owner*  *when monitoring the process.)* |

**Procedure**

Provide the steps required to perform the tasks along with the screenshots, if required.

**Step 1:**

**Step 2:**

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**Etc.**

**Process Flowchart**

Provide link and/or screenshot of completed Process Flowchart

**Checklists**

Add all checklists used for processes and describe filing systems for completed checklists.

*For example,*

Is peer review process defined?

Are details of document updated in Document Register?

Is process document available on Wiki?

Does the team members aware of the process?

**Signatures**

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

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| STAFF MEMBER NAME | POSITION | SIGNATURE | DATE |
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