Process Flow Charting

A flowchart is a graphical representation of a process, depicting inputs, outputs and units of activity. It represents the entire process at a high or detailed (depending on your use) level of observation, allowing analysis and optimization of workflow.

A flowchart is a graphical representation of a process. It represents the entire process from start to finish, showing inputs, pathways and circuits, action or decision points, and ultimately, completion. It can serve as an instruction manual or a tool for facilitating detailed analysis and optimization of workflow and service delivery.

- Information on each step of the process at a minimum:
- Process number of the process step.
- Description of process step (Receiving Inspection, Cut Tube, Bend Tube, Assemble Part A to Part B, etc.)
- Process action: stored, move, inspect or process.
- Reference work instruction or inspection instruction document number.
- What characteristic is being inspected (Diameter 10.5mm +/- .5mm). Identify Key Product Characteristics, QARs/QAPs if applicable
- Type inspection (Visual, Gage #, Caliper, Tester # etc.).
- Inspection frequency and sample size.
- If any process is outsourced, the name of the outsourced supplier.

Process Flow and Data Worksheet

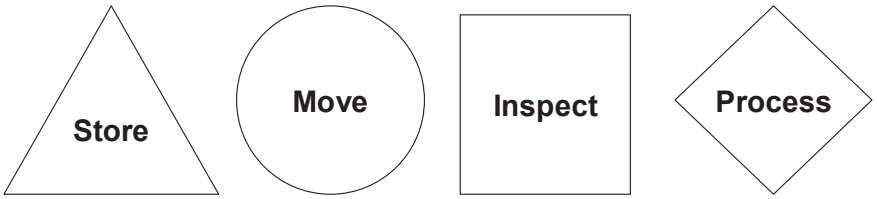
Purpose:

- To map the process (from receiving through final pack) For better understanding & organization.
- To show inspection details at a glance.
- To aid the supplier in understanding their process before parts are manufactured.
- To have the ability to document process changes.
- A process audit document
- To use as a tool at FPI

Specifics:

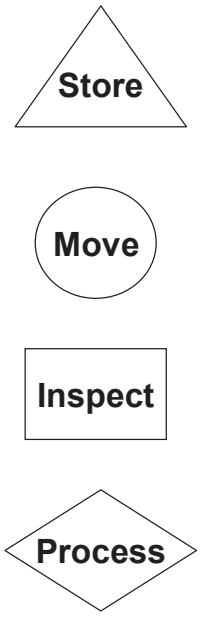
- Gives the supplier a simple value added document to detail their process.
- May be requested for current product by your Regional SQA if there is a “major” or “intensive management situation”.

Understand Your Process
Process Flow Charts



Symbols to represent process flow

Process Flow Charts



1 Receive Raw Material
2 Place Raw Material At Machine
3 Machine parts on Screw Machine
4 First Piece Layout
5 In Press Floor Inspection
6 Move Parts to First Wash
7 Wash Parts
8 Move to Shipping Department
9 Box Parts
10 Inspect Parts and Paperwork
11 Ship Parts

Process Flow

Why Utilize Process Flow Charts?

- Save Money - $ in lost productivity.
- Reduce Issues at start ups.
- To help GDLS understand the Supplier's Process At A Glance.
- It will let us know, Does the Supplier Understand the Process ?
- Show whether the Supplier has captured All the Requirements.
- Identify where Out Sourcing is taking place.
- Move from Part Control to Process Control.
- Move from Detection (parts produced) to Prevention.
- Help reduce Critical Shortages.
- Freezes the Document /Process at FPI making it easier to identify later changes to the process Changes Documented (Material, Outsourcing, Process, etc. …) No Change Clause
- Identifies where Process Controls, QARs/QAPs/KPC, & Error Proofing should be implemented.
- Used for a Tool for FPI