

Safety Management

IN PRODUCTION PLANNING & CONTROL

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2nd Week

This week...

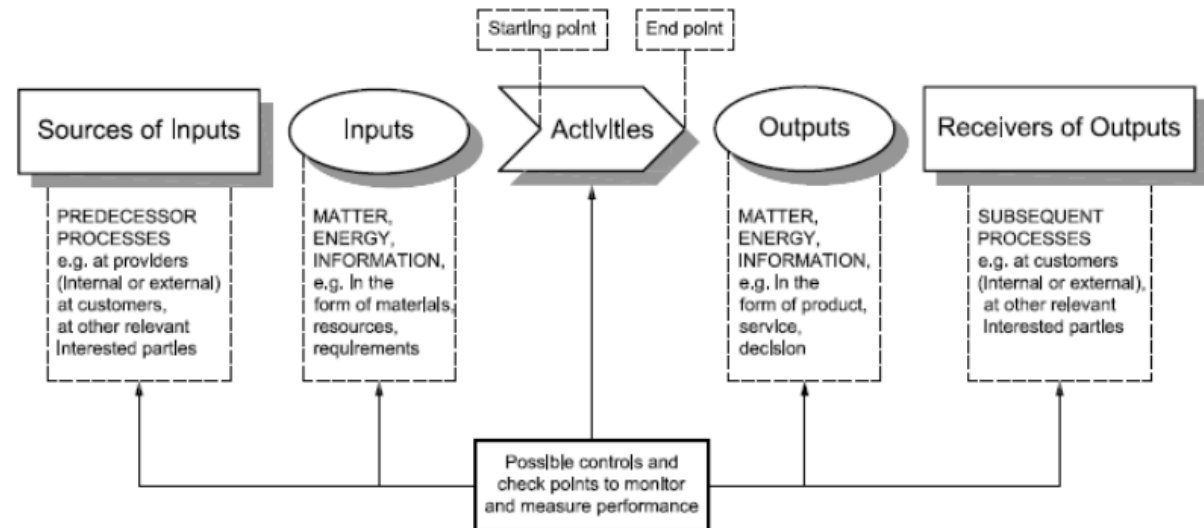
- Process
- Standardization
- Procedure
- Documentation

A **process** is a set of recurrent or periodic activities that interact to produce a result.

Process...

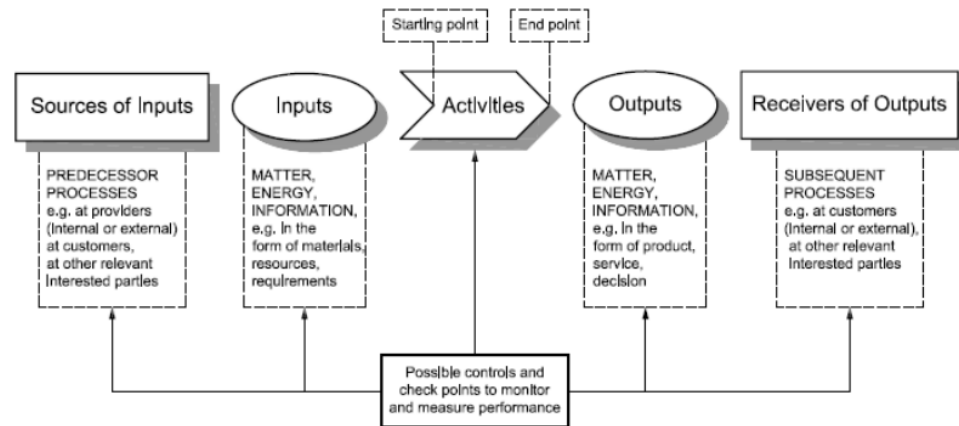
What is process?

Single Process Schematics (simplified version)



Process...

Single Process Schematics (simplified version)



- Sources of Inputs
- Inputs
- Activities
- Outputs
- Receivers of Outputs

The output of one process is the input for another.



Let's Think about Teaching Process



What we need if we would like to achieve the same quality?

How do you standardize?

How do you define and document this process?

Procedure...

What is procedure?

A **procedure** is a document which:

- instructs employees to conduct one or more business process activities
- defines the sequence of steps
- determines what needs to be done for each step,
- includes the information when and by whom the procedure should be carried out

Process (effective)

In order for all of your business's processes, procedures and standards to be effective, they must be:

- documented
- clear about general business procedures as well as role-specific procedures
- part of your staff training program, and made available in a user-friendly format afterwards (e.g. on paper or electronically as a PDF)
- practiced by management, so other staff will follow their lead
- discussed regularly in meetings (including positive and negative feedback)
- flexible and open to improvement
- designed to empower and inform, rather than constrain staff
- regularly reviewed and updated (especially due to legislative or compliance changes that affect your business).

Let's create a «weight loosing» process



Documentation

Organizations must establish a documented procedure to:

- Approve documents for adequacy prior to issue
- Review, update as necessary, and re-approve documents
- Identify the changes and current document revision status
- Make relevant documents available at points of use
- Ensure the documents remain legible and readily identifiable
- Prevent obsolete documents from unintended use

Document
Number

Issue Date

Revision
Number

Revision
Date

Master
List

Next week...

- ❑ Collecting and Storing Information (Forms and Lists)
- ❑ Auditing
 - ❑ Checklists
 - ❑ Incompliance (Finding)
- ❑ Corrective Actions
- ❑ Preventive Actions