[Process Definition Doc Title]:

**NOTE: you should create one Process Definition document for each of the top-level processes identified in the manual.**

Name of Process Here

1. SUMMARY
   1. This document defines the [name of process here] process in detail.
   2. The relationship between this process and the other processes within the [Short Client Name] management system is illustrated in the process flow map included in the ***[Quality Manual Doc Title].***
2. REVISION AND APPROVAL

|  |  |  |  |
| --- | --- | --- | --- |
| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| [Rev Number] | [Date of Issue] | Original issue. | [Procedure Approver Name] |
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1. PROCESS DEFINITION
   1. The purpose of the [process name here] is to [define its purpose here. This is a rough overview of what the process is intended to achieve].
2. PROCESS OBJECTIVES AND METRICS
   1. Process objectives for this process are defined in records of management review; see the documented procedure ***[Management Review Proc. Title].***
   2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in records of management review.
3. PROCESS OWNERS AND RESPONSIBLE PARTIES
   1. The owner of this process is [who?].
   2. Describe any additional responsibilities and authorities for this process here.
4. TYPICAL PROCESS INPUTS
   1. The typical required inputs for this process are:
      1. Technical information needed:
      2. Resources needed:
      3. Personnel needed:
      4. Special training needed:
5. TYPICAL PROCESS STEPS
   1. Here define the process steps. You may elect to do so using text, or a process map.
6. TYPICAL PROCESS OUTPUTS
   1. The typical results (outputs) of the process are as follows:
      1. Product produced:
      2. Documents or technical information produced:
      3. Records produced:
      4. Services produced:
7. RELATED RISKS AND OPPORTUNITIES
   1. Risks and opportunities related to this process are identified in the ***COTO Log*** and managed per the procedure ***[Risk Management Proc. Title].***