

1. Purpose

This procedure details the process that guarantees an organization executes its operations through planned and controlled processes.

This procedure is the planning step for the operational planning and control Plan-Do-Check-Act (PDCA) cycle.

2. Responsibilities

Insert responsible person delegates department managers or process owner who will accomplish the Process Planning Table for operational processes.

3. Definitions

Key product realization processes - The processes that contribute or result in the manufacturing of the product.

4. Procedure

Insert responsible person and/or department manager or process owner will determine the requirements for processes. This planning process includes outsourced processes.

Document the requirements on **Insert document number**, Process Planning Table.

Using procedures **Insert document number** and **Insert document number**, accomplish the process summary, sub-processes, key knowledge requirements, process description, quality goals, and objectives.

The process owner works with the management to define the process requirements such as:

- Product characteristics and requirements
- Measuring and monitoring activities
- Acceptance criteria
- Change management
- Documented information

5. Forms and Records

Insert document number