

Basic Process Flow Chart

A process flow chart is a diagram used to highlight the manufacturing steps of a given process. It shows the connections between the various steps, equipment and technology and their energy inputs.

Basic process flow charts are easy to create and, because the shapes are simple and visual, they are easier to understand than a description in text.

You can create a flow chart in Microsoft Word or Microsoft Visio. The most common shapes used are:

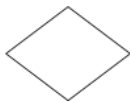
- **Start/End** Use this shape for the first and last step of your process.



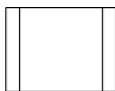
- **Process** This shape represents a typical step in your process. This is the most frequently used shape in almost every process.



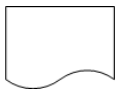
- **Decision** This shape indicates a point where the outcome of a decision dictates the next step. There can be multiple outcomes, but often there are just two — yes and no.



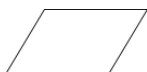
- **Subprocess** Use this shape for a set of steps that combine to create a sub-process that is defined elsewhere, often on another page of the same document. This is useful if the diagram is very long and complex.



- **Document** This shape represents a step that results in a document.



- **Data** This shape indicates that information is coming into the process from outside, or leaving the process. This shape can also be used to represent materials and is sometimes called an Input/Output shape.



Please see the example on the next page.

Example: Tomato Sauce Manufacturing

Manufacturing Steps

Equipment / Energy Inputs

