**PROCESS TRAINING**

Purpose: The Process Training Document is a template for establishing a standardized procedure for a task. It is meant to be kept at the task site and used for teaching new employees and as a reference while working.

Instructions: The task should be clearly identified and the version date is important to ensure the newest process is being used at all times. The task should be broken down into steps (6 is the default number of steps but can be changed to fit the specific task). Each step should the goal (what will be accomplished at the end of that step), supplies needed (all things needed to complete this step from tools, parts, and safety equipment), any safety/ergonomic concerns that workers should be aware of, and a picture of the process. Each step should also include an estimated completion time. This can be a range, but is used to standardize the process and keep the workers on a comfortable but steady production pace.