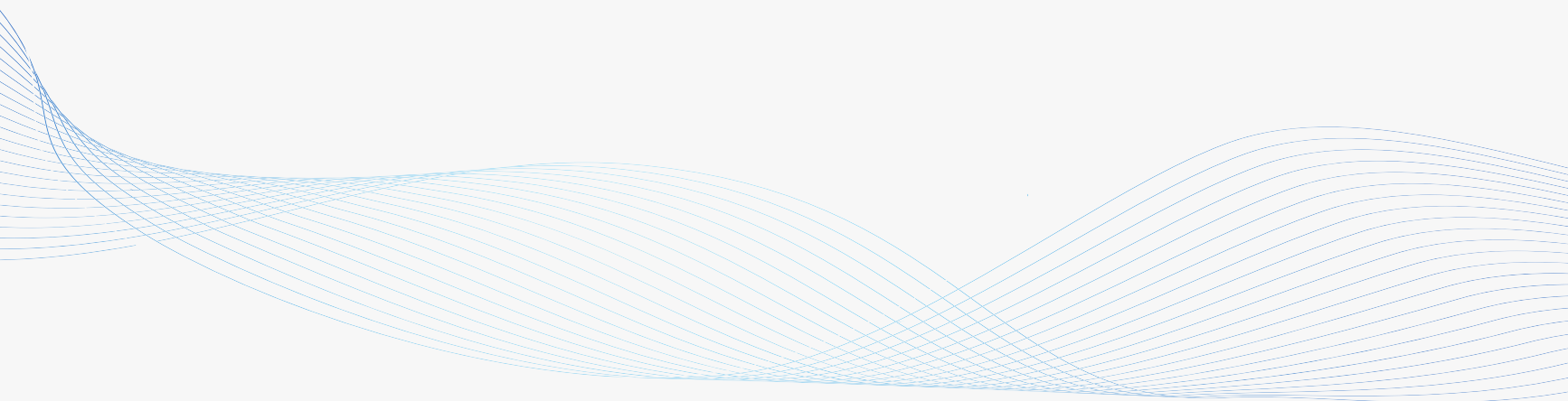




HOW TO IMPLEMENT MANUFACTURING PROCESS DOCUMENTATION IN 7 STEPS

A Practical Guide For Teams Ready To Start
Process Documentation.



Manufacturing Process Documentation In 7 Steps

Here are 7 steps to document your manufacturing processes quickly and effectively:

1 Start With Your Biggest Pain Points

Which processes should you document first?

Start with the processes causing that cause the most headaches:



- **Equipment maintenance** routines (daily machine checks, weekly system inspections)
- **Customer order fulfillment** bottlenecks (custom part approval workflows, shipping procedures)
- **Safety protocols** (lockout procedures, chemical handling steps)
- **Quality control procedures** that vary by shift (material inspection, final product testing)

Action: List the top 3–5 processes that cause delays when key people aren't available.

2 Map Your Organizational Structure

Start with a high-level view of departments and their interactions:



- Production departments and handoff points.
- Quality assurance touchpoints.
- Supply chain dependencies.
- Customer service integration points.

This helps prioritize documentation efforts where they'll have the most impact.

3 Identify Your Process Champions

Look for:

- Subject matter experts who know processes inside and out.
- Team leaders who can encourage participation.
- Detail-oriented employees who naturally document their work.
- Cross-trained workers who understand multiple processes.

Pro Tip: Pair senior experts with newer employees who ask good questions and spot gaps.

4

Choose Documentation That Works

What tools do I need for process documentation?

Manufacturing processes need visual elements:



- Visual guides for equipment operations (step-by-step photos, sequence diagrams)
- Flowcharts for decision-making (If temperature >180°F, reduce speed to 50%)
- Checklists for quality control (✓ Check bolt torque: 45 ft-lbs ± 2)
- Video recordings for complex procedures (2-minute calibration sequences)

Match documentation format to how your team learns best.

5

Set Clear Expectations

Documentation needs dedicated time and accountability:

- Allocate specific hours weekly for documentation work
- Set milestone deadlines for priority processes

- Establish quality standards for completeness
- Create review cycles to keep current

Remember: Good documentation takes time upfront but saves exponentially more later.

6 Test With Real Users

How do you validate process documentation?



- New employees follow documented processes. (goal: high task completion without help)
- Experienced workers spot missing steps. (schedule reviews within first week)
- Time the process for efficiency opportunities.
- Gather feedback on clarity and usability.

This reveals gaps not obvious during initial documentation.

7

Keep Documentation Alive

Build systems for:

- Regular review cycles. (quarterly or annually)
- Update responsibilities when processes change.
- Version control to track modifications.
- Easy access for all team members



Need Help Implementing Process Documentation?

Ready to turn your manufacturing processes into clear, visual instructions that your team will actually use?

TheBPR creates cloud-based visual work instructions for manufacturing companies, combining pictures and text for paperless instructions that accelerate training.

What You Get:

- **Visual documentation** that reduces training time.
- **Cloud accessibility** from any facility device
- **QR code integration** linking equipment to digital instructions
- **Military-grade security** for discrete operations



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