



# PROFESSIONAL PROCESS DOCUMENTATION

## Professional documentation of your processes for the purpose of knowledge transfer and process optimization

- What is the best way to transfer knowledge about existing processes to new employees?
- How can you reduce training periods and enable new colleagues to provide optimum services more quickly?
- How do you keep an overview of how the company really works?
- On which basis can you make processes better, more efficient and effective on an ongoing basis?
- What documentation do I need with regards to required standards and norms such as i.e. ISO 9001, ISO 13485, ISO 26262, ISO 50128, ISO 60601, IEC 61508, ISO 62061, ISO 62304, CMMI, GAMP, ITIL, SPICE, etc. ?



“We should work on the processes themselves rather than the result of the processes.”

Deming

### Your Benefit

- **Efficiency and performance**  
Optimize processes, make improvements visible
- **Effective transfer of knowledge**  
Structured, target-oriented documentation for all parties involve
- **Sustainability**  
Establishing processes in a sustainable way and stabilizing them
- **Compliance and traceability**  
Complying with the required norms and audit obligations
- **Extensive support**  
Advice, training, coaching, operative implementation

### Services

- Conception and structuring of process documentation
- Preparation of a process map
- Documentation of your processes
- Tools, check lists and templates
- Training and coaching your employees for continuing documentation
- Review of compliance with regards to stipulated standards
- Implementation of ongoing process improvement
- Implementation of process audits and preparation of certifications
- Optimisation of your processes with regards to efficiency, performance and quality