

Division	Unit I	CODE	Q	T	S	O	O	I
Type	Process	REF#						
Date	Thứ Năm, ngày 02/12/2004							

QUY TRÌNH

V/v: Thành lập các quy trình

1. Mục đích:

Quy trình này được sử dụng để xây dựng hệ thống quy trình trong toàn tổ chức

2. Yêu cầu :

- Chuẩn hóa : thống nhất, đơn giản, dễ hiểu, phù hợp với hoàn cảnh cụ thể.
- Đo lường được
- Kế thừa được & Liên tục cải tiến
- Dễ tự động hóa
- Chủ động thích nghi.

3. Phạm vi: Không giới hạn.

4. Thuật ngữ :

- Quá trình (processing) : Thứ tự các công việc/hành động/thao tác hệ thống cần thực hiện để đạt được mục tiêu của đối tượng phục vụ và của chính hệ thống mà không quan tâm đến cơ cấu tổ chức, cơ chế tác nghiệp cũng như các đặc tính nội tại đặc thù khác.
- Quy trình (process): là quá trình chiếu trên cơ cấu tổ chức tại thời điểm hiện tại, bao gồm cả cơ chế tác nghiệp & các đặc tính nội tại.

5. Định tả output :

5.1. Nội dung : Phù hợp và không trái với chính sách chất lượng.

- Quy trình/thủ tục: tương minh, mỗi bước thực hiện có đối tượng chịu trách nhiệm cụ thể, thời hạn và/hoặc thời điểm, hướng dẫn công việc chi tiết (lập trình cho nhiều người làm)
- Chỉ dẫn công việc : hướng dẫn (lập trình) cho một người làm.
- Biểu mẫu/Sổ/Hồ sơ (trên giấy và/hoặc dữ liệu điện tử) : định danh, định mã, thu thập, lưu trữ, phân tích tìm cơ hội cải tiến và loại hủy khi hết giá trị sử dụng.

5.2. Hình thức (format):

Format theo hình thức của quy trình này. Trong đó các mục (*) là bắt buộc.

5.2.1. Mục đích (*): giải thích lý do tại sao phải có quy trình này (vào đúng thời điểm này) và miễn ảnh hưởng

5.2.2. Yêu cầu : xác định các tiêu chuẩn quy trình này phải có hoặc phải không.

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