**Registro do processo de trabalho**

Nome:­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regional:\_\_\_\_\_\_\_\_\_\_\_\_\_Diretoria:\_\_\_\_\_\_\_\_\_\_\_\_\_Lotação:\_\_\_\_\_\_\_\_\_\_\_\_

Nome do processo:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_

Responsável pelo processo:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objetivo do processo:­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tempo médio de duração:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relevância do processo para área ( ) baixa ( ) média ( ) alta

Equipamentos, materiais necessários para realização do processo­­\_\_\_\_\_\_\_

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Número de pessoas que realizam esse processo atualmente:­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_

Esse processo é ( ) sazonal ( ) realizado continuamente

Os clientes do processo são ( ) internos ( ) externos ( ) ambos

Quais clientes que solicitam esse processo?­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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­­­­­­­­­­­­­­­­­­­Descreva passo a passo do processo:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­\_

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Local e data:

Assinatura empregado:

Assinatura chefe imediato: