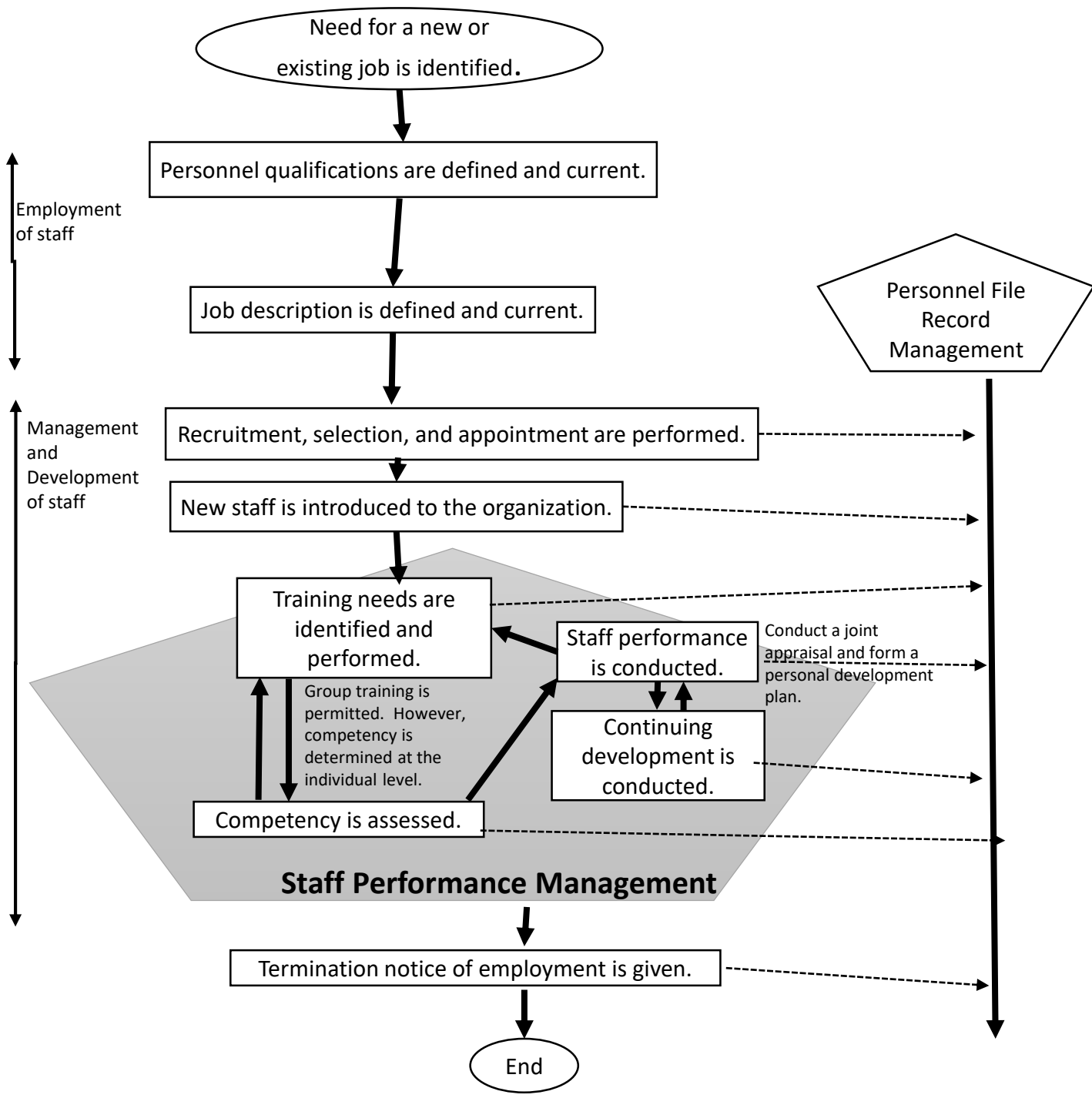


Job Aid: Personnel Process Map 2-05



How a process owner ensures processes are maintained:

1. Ensures tasks are performed according to schedule
2. Maintains a qualified pool of trainers/evaluators
3. Monitors effectiveness using measurable data
4. Confirms quality record production which adheres to the record control processes
5. Ensures current and approved documents are available at all points of interest which adheres to the document control processes
6. Oversees communication and reporting