Flow Charts Symbols

Terminators show the start and stop points in a process. When used as a Start symbol, terminators depict a trigger action that sets the process flow into motion.

Show a Process or action step. This is the most common symbol in both process flowcharts and business process maps.

A subroutine symbol indicates a sequence of actions that perform a specific task embedded within a larger process. This sequence of actions could be described in more detail in a separate flowchart.

The Decision symbol Indicates a question or branch in the process flow. Typically, a Decision flowchart shape is used when there are 2 options (Yes/No, No/No-Go, Pass/Fail etc.)

The Data flowchart shape indicates inputs to and outputs from a process. As such, the shape is more often referred to as an I/O shape than a Data shape.

Pretty self explanatory - the Document flowchart shape any process flow step that produces a document.

This connector symbol is typically small and is used as a Connector to show a jump from one point in the process flow to another. Connectors are usually labeled with capital letters (A, B, AA, or numbers) to show matching jump points. They are handy for avoiding flow lines that cross other shapes and flow lines. They are also handy for jumping to and from a sub-processes defined in a separate area than the main flowchart.

The Delay flowchart symbol depicts any waiting period that is part of a process. Delay shapes are common in process mapping.

This merge symbol shows the merging of multiple processes or information into one.

The flow line indicates the sequence of steps and the direction of the flow.
Chart #1

1. **Paperwork to Staging**
2. **Data Logged onto Work Order**
3. **Maintenance Performed**
   - **Article Inspected**
     - **pass** → **Article returned to service**
     - **fail**
4. **Work Order Assigned to Tech**
5. **Evaluate Capability**
   - **Not Rated**
   - **Re-evaluate Unit?**
     - **yes** → article returned
     - **no**
Vendor Evaluation

Note: Originally a repair station used this as a purchasing flowchart. But it is tipped more towards evaluation of suppliers.