

# NHSScotland Facilities Arrangements for Trade Unions and Professional Organisations Policy : flowchart



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This flowchart provides a summary and shows the order of the main steps in the policy process. It is designed to support the full content of the [NHSScotland Facilities Policy](#).

### Flowchart symbols and their meaning



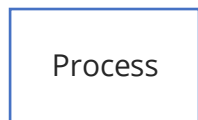
#### Start/end

This shape represents the start and end point of a system or process. It usually contains the word 'Start' or 'End'. A flowchart generally has one start point but can have multiple endpoints.



#### Flow line

A line with an arrow shows the direction of the flow through the flowchart.



#### Process

Can represent a single step or multiple steps within a larger process on the flowchart.



#### Decision

Sometimes a decision is needed before moving on to the next step in the process. This shape asks a 'yes' or 'no' question. The answer determines which arrow you follow out of the decision shape.



#### Outgoing off-page connector

This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.



#### Incoming off-page connector

This shape shows the page you are currently viewing.

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