

Clipboard: Paste, Cut, Copy, Format Painter

Font: Arial, 16, Bold, Italic, Underline, Color, Background Color

Alignment: Merge & Center, Left, Center, Right, Indent, Decrease Indent, Increase Indent

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A1 Process Audit Template

Process Audit Template

Risks/Opportunity:	With what resources, e.g. equipment, tools, and infrastructure, etc? <i>Reference ISO 9001:2015 - 6.1, 6.2, 7.1.1, 7.1.3, 7.1.4, 7.1.5</i>	With whom , who owns the process? <i>Reference ISO 9001:2015 - 5.1, 5.3, 7.1.2, 7.2, 7.3</i>	Who helps to supports the process? <i>Reference ISO 9001:2015 - 5.1, 5.3, 7.1.2</i>	Risks/Opportunity:
		Process Owner(s):	Process Owner(s):	
		Personnel:	Personnel:	
Non-conformity:		Skills/Training	Skills/Training	Non-conformity:
	What equipment and resources are required?	Are there job descriptions, or an organization chart?	What other processes support the process?	
	Is equipment suitable and properly maintained? Is the work environment maintained?	Review employee skill lists for the process.	Who supports the process?	
	Is there evidence of appropriate maintenance of all equipment?	Are there lists of skills for each position?	Do they have the required skills and training?	
Documents:		Records:		

Risks/Opportunity:	Input - what are the inputs, e.g. customer requirements? <i>Reference ISO 9001:2015 - 4.2, 7.4, 8.2, 8.3.5, 8.4, 8.5.3</i>	Activities - what steps are involved, and objectives? <i>Reference ISO 9001:2015 - 8.1</i>	Output - what should we deliver, were customer requirements met? <i>Reference ISO 9001:2015 - 8.5.4, 8.5.5, 8.6, 9.1.2</i>	Risks/Opportunity:
Non-conformity:				Non-conformity:

Phase 1