## Process Audit Template

### Risks/Opportunity:
- **With what resources, e.g. equipment, tools, and infrastructure, etc.?**
  - Reference ISO 9001:2015 - 6.1, 6.2, 7.1.1, 7.1.3, 7.1.4, 7.1.5
- **Process Owner(s):**
  - Process Owner(s):
- **Personnel:**
  - Personnel:
- **Skills/Training:**
  - Skills/Training

### Non-conformity:
- What equipment and resources are required?
- Is equipment suitable and properly maintained? Is the work environment maintained?
- Is there evidence of appropriate maintenance of all equipment?

**Documents:**

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### Risks/Opportunity:
- **Input - what are the inputs, e.g. customer requirements?**
  - Reference ISO 9001:2015 - 4.2, 7.4, 8.2, 8.3.5, 8.4, 8.5.3
- **Output - what should we deliver, were customer requirements met?**
  - Reference ISO 9001:2015 - 8.5.4, 8.5.5, 8.6, 9.1.2

### Non-conformity:
- What triggers the process?
- What is the product produced by this process?
- What is the product produced by this process?
- What are the measures and indicators to show process effectiveness?

**Documents:**

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### Risks/Opportunity:
- **Activities - what steps are involved, and objectives?**
  - Reference ISO 9001:2015 - 8.1
- **Records:**
  - Records

### Non-conformity:
- What steps are involved in the process?
- What is the product produced by this process?
- Are product and process measures achieved?
- Are they fit for purpose?

**Documents:**

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### Risks/Opportunity:
- **How is this process controlled, e.g. work instructions, procedures, other methods?**
  - Reference ISO 9001:2015 - 5.2, 5.3, 6.3, 7.1.6, 7.4, 7.5, 8.5.1, 8.5.2, 8.7, 10.2
- **What are the measures and indicators to show process effectiveness?**

### Non-conformity:
- Review all the steps and activities of the process being audited
- Evaluate how effectively the process flows through the steps
- Are the measures and indicators to show process effectiveness?
- Review the documents that describe and control the process

**Documents:**

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### Risks/Opportunity:
- **Records:**
  - Records

### Non-conformity:
- Review all the steps and activities of the process being audited
- Evaluate how effectively the process flows through the steps
- Evaluate how effectively the process flows through the steps

**Documents:**

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### Risks/Opportunity:
- **Who helps to supports the process?**
  - Reference ISO 9001:2015 - 5.1, 5.3, 7.1.2
- **Who helps to supports the process?**
  - Reference ISO 9001:2015 - 5.1, 5.3, 7.1.2

### Non-conformity:
- Are there job descriptions, or an organization chart?
- Are other processes support the process?
- Are there lists of skills for each position?
- Are they received in a timely manner?

**Documents:**

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### Risks/Opportunity:
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### Non-conformity:
- Review employee skill lists for the process.
- Review metrics and performance with process owners and operators.
- Review all the steps and activities of the process being audited.
- Do you see roadblocks or issues?

**Documents:**

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### Risks/Opportunity:
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  - Reference ISO 9001:2015 - 5.1, 5.3, 7.1.2
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**Documents:**

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