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Clipboard Font Alignment Number Styles Cells Editing

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A2 The process matrix provides a very convenient overview of all the processes that make up your management system. Defining the sequence and interaction of processes is also a requirement. This process

| 1 | | | | | Management | | | | Operation | | | | Support | | | | Other | | | |
|---|-----|---|---|----|------------|---|---|---|-----------|---|---|---|---------|---|---|---|-------|---|---|---|
| 2 | | <p>The process matrix provides a very convenient overview of all the processes that make up your management system. Defining the sequence and interaction of processes is also a requirement. This process matrix itself can satisfy this requirement.</p> <p>After you're done populating this worksheet, copy columns 'F' to 'AC', and paste them in to the 'Process Matrix' worksheet in the QEHS Internal Audit Programme.xlsx workbook.</p> <p>1. Enter the process/functional area names in Row 2, we've included examples to get you started.</p> <p>2. Enter an 'X' in the cell if the process has responsibility for ensuring conformity to clause(s) listed below.</p> <p>3. Using the 'filter' drop-down menu, select 'X' to show the applicable clauses for each process.</p> | | | | | | | | | | | | | | | | | | |
| 3 | 4 | Context of the Organization | | | | | | | | | | | | | | | | | | |
| 4 | 4.1 | Q | E | HS | X | X | | | | | | | | | | | | | | |
| 5 | 4.2 | Q | E | HS | X | X | | | | | | | | | | | | | | |
| 6 | 4.3 | Q | E | HS | X | X | | | | | | | | | | | | | | |
| | 4.4 | Q | E | HS | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

Page 1

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Clipboard: Cut, Copy, Paste, Format Painter

Font: Segoe UI, 16, Bold, Italic, Underline, Color, Background Color

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

Number: General, Percentage, Decimals, Thousands Separator, Comma Separator, Currency, Accounting

Styles: Normal 14, Normal 14 10, Normal 14 2, Normal 14 2 2, Normal 14 2 2 2, Normal

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Filter

A1 Process Application

| Process Name | 4.4.1a Inputs | 4.4.1a Activities | 4.4.1a Outputs | 4.4.1b Interaction | 4.4.1c Criteria & Methods | 4.4.1d Resources | 4.4.1e Responsibility | 4.4.1f Risks | 4.4.1f Opportunities | 4.4.1g Evaluation |
|-------------------------------|---|---|--|---|---|--------------------------|-------------------------------|--|--|---|
| Management System & Processes | Standards Management system data | Conformance to requirements | Customer satisfaction Compliance data/evidence | See IMS manual and interactions Map (Appendix 1) and Process Matrix | Process performance Process control | Defined in business plan | Top Management IMS Manager | Refer to the Risk & Opportunity Register | Refer to the Risk & Opportunity Register | Internal audit Business review meeting Scorecards/dashboards |
| Business Planning | Interested party requirements Environmental risks OHS hazards Market research Customer feedback Organizational vision Past experience | Strategic planning Risk management | Business plan Key measures Communication Policies Objectives | See IMS manual and interactions Map (Appendix 1) and Process Matrix | Achievement of business plan Improvement of key measures Net income | Defined in business plan | Top Management | Refer to the Risk & Opportunity Register | Refer to the Risk & Opportunity Register | Internal audit Business review meeting Scorecards/dashboards |
| Sales & Marketing | Market research Innovation Competitive data Industry benchmarking | Explore new product opportunities Set pricing Develop marketing Publish sales literature | Pricing Design inputs Marketing media | See IMS manual and interactions Map (Appendix 1) and Process Matrix | Revenue growth Net income | Defined in business plan | Sales & Marketing Manager | Refer to the Risk & Opportunity Register | Refer to the Risk & Opportunity Register | Internal audit Business review meeting Scorecards/dashboards Customer feedback |
| QEHS Management | | | | | | | | | | |
| Business Review & Improvement | | | | | | | | | | |
| Operational Planning | | | | | | | | | | |
| Order/Quote Fulfillment | | | | | | | | | | |
| Design & Development | | | | | | | | | | |
| Production/Manufacturing | | | | | | | | | | |
| Procurement & Supply | | | | | | | | | | |
| Inspection & Calibration (QC) | | | | | | | | | | |
| Storage, Packing & Shipping | | | | | | | | | | |

Page 1