Process Audit Template

Risks/Opportunity:	With what resources, e.g. equipment, tools, and infrastructure, etc.?			With whom, who owns the process?	Who helps to supports the process?	Risks/Opportunity:
	Reference ISO 9001:2015 - 6.1, 6.2, 7.1.1, 7.1.3, 7.1.4, 7.1.5			*Reference ISO 9001:2015 - 5.1, 5.3, 7.1.2, 7.2, 7.3*	*Reference ISO 9001:2015 - 5.1, 5.3, 7.1.2*	
				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 decsriptions, 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?	Activities - what steps are involved, and objectives?	Output - what should we deliver, were customer requirements met?	Risks/Opportunity:
	Reference ISO 9001:2015 - 4.2, 7.4, 8.2, 8.3.5, 8.4, 8.5.3	*Reference ISO 9001:2015 - 8.1*	*Reference ISO 9001:2015 - 8.5.4, 8.5.5, 8.6, 9.1.2*	
Non-conformity:				Non-conformity:
	What triggers the process?	What steps are involved in the process?	What is the product produced by this process?	
	What inputs are required?	What happens at each step in the process?	Are product measures in place to ensure they meet requirements?	
	Where do the inputs come from?	What documents and records are generated?	How are processes measured?	
	Are they received in a timely manner?	Are controls applied as described?	Are product and process measures achieved?	
	Are they fit for purpose?	Is the process implemented in accordance with procedures?	What feedback is received from customers?	
Documents:		Records:	Records:	

Risks/Opportunity:	How is this process controlled, e.g. work instructions, procedures, other methods?	What are the measures and indicators to show process effectiveness?	Risks/Opportunity:
	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	*Reference ISO 9001:2015 - 4.4.1, 7.1.5, 9.1.1, 9.1.3, 9.2, 9.3, 10.1, 10.3*	
Non-conformity:			Non-conformity:
	Review the documents that describe and control the process	Review metrics and performance with process owners and operators	
	Review all the steps and activities of the process being audited	They should know how things are running, objectives, customer issues, problems.	
	Evaluate how effectively the process flows through the steps	If they do not, the requirements were not met.	
	Do you see roadblocks or issues?	Is there evidence that quality objectives and targets affected by this process are being achieved?	
Documents:		Records:	