

# PROCESS

## PROCESS AUDIT TEMPLATE

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My Site

TUESDAY 23rd June 2026

86.05 %

(37.0/43.0)

### PROCESS AUDIT

(37/43) 86.0 %

#### Process Definition

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
1	Is the process defined and documented?	(1/1)	YES	
2	Is the process owner identified? (Process map, procedure or work instruction, etc.)		N/A	
3	Is there evidence that process inputs are accurately defined and understood by all employees involved?	(1/1)	YES	
4	Is there evidence that process activities are accurately defined and understood by all employees involved?	(1/1)	YES	
5	Is there evidence that process outputs are accurately defined and understood by all employees involved?	(1/1)	YES	
6	Are inputs defined and prioritized based on risk?	(0/1)	NO	
7	Have procedures, instructions, and forms been established as needed to control the process?		N/A	
8	Are procedures, instructions and forms used in controlling the process readily available?	(1/1)	YES	
9	Do procedures, instructions and forms accurately reflect the practices? (Note: Requires the auditor review and observation!)	(1/1)	YES	
10	Are there adequate plans in place to achieve the objectives?	(0/1)	NO	
11	Is relevant customer feedback available? (Feedback from subsequent processes)		N/A	
12	Are documents understood by process participants?	(1/1)	YES	

#### Process Resources

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
13	Is there evidence of management commitment, involvement and allocation of resources?	(1/1)	YES	
14	How many people participate in the process, is this adequate to achieve process requirements?	(1/1)	YES	
15	Are participants adequately trained to carry out roles, responsibilities, and authorities?	(0/1)	NO	

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16	Is equipment (e.g. manufacturing, measuring & monitoring equipment; transport/logistics; hardware/software; PPE; etc.) adequate for its intended use?	(1/1)	YES	
17	Is equipment identified to allow participants to determine its readiness for safe use prior to and during the operation?		N/A	
18	Are process owners accountable for the performance and compliance of their processes?	(1/1)	YES	
19	Are employees satisfied with their work area?	(1/1)	YES	
20	Is the work area clean and safe?	(1/1)	YES	
21	Is there adequate equipment/tools/IT support?		N/A	
22	Are employees motivated and encouraged to make suggestions for process improvement?	(1/1)	YES	
23	Are all employees aware of the organizational objectives and the current status of these measurements?	(1/1)	YES	
24	Are all employees aware of who their customers are and whether they are satisfied?		N/A	
25	Are employees aware of the process metrics which their activities can affect?	(1/1)	YES	
26	Are they aware of the current data analysis related to these metrics and the plans in place to achieve them?		N/A	

## Process Execution

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
27	Is the observed process activity consistent with approved plans and procedures?	(1/1)	YES	
28	Is the process flow constructed to avoid unnecessary movement of materials and personnel?	(1/1)	YES	
29	Are redundant and non-value adding activities minimized?		N/A	
30	Is material usage maximized to avoid waste?	(1/1)	YES	
31	Is waste material effectively removed and segregated from the process?	(0/1)	NO	
32	Are unused materials returned to the correct location in conditions suitable to allow re-use?	(1/1)	YES	
33	Are process outputs passed on to subsequent processes only when all planned process activities are completed?		N/A	
34	Is there evidence of continuity between the various support processes?	(1/1)	YES	
35	Do the interfaces between the departments operate smoothly?	(1/1)	YES	
36	Does product information flow freely between the support processes?		N/A	
37	Is there evidence for the reduction in measurement system and process variation?	(1/1)	YES	

## Process Monitoring

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
38	Is the process monitored, measured, analyzed and improved?	(1/1)	YES	

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39	Are monitoring activities carried out according to approved plans and procedures?	(1/1)	YES
40	Is process monitoring compared against standards to determine the current status of the process?		N/A
41	Is process status communicated to appropriate members of the process team?	(1/1)	YES
42	Are records of process monitoring maintained according to approved procedures?	(1/1)	YES
43	Have key performance indicators (KPI) been established to allow the effectiveness of the process to be evaluated?		N/A
44	Are KPI consistent with quality and business objectives?	(1/1)	YES
45	Are KPI consistent with customer requirements?	(1/1)	YES
46	Are KPI reviewed and communicated to the process team, as appropriate, by process leaders?	(0/1)	NO
47	Is the process measured for effectiveness and efficiency?		N/A
48	When a process is not performing, is there evidence of data analysis to determine the root cause?	(1/1)	YES
49	When a process is not performing, is there evidence that the cause(s) are dealt with in accordance with procedure?	(1/1)	YES
50	Are records of process monitoring reviewed regularly to determine opportunities for corrective and preventive action?		N/A

Process Improvement

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
51	Is the performance of the process reviewed at an appropriate frequency by top management?	(1/1)	YES	
52	Are process improvement objectives aligned with organizational objectives, e.g. the business plan?		N/A	
53	Is there evidence of an effective PDCA cycle?	(1/1)	YES	
54	Can the process owner demonstrate how PDCA applies to their process?	(1/1)	YES	
55	Can the process owner to show examples of improvements driven by their PDCA cycle?		N/A	
56	Can employees demonstrate areas of previous continual improvement?	(1/1)	YES	
57	Are records of process upsets and actions taken reviewed to determine the need for corrective/preventive action?	(0/1)	NO	
58	Where corrective/preventive actions have been implemented, have the action(s) taken been demonstrated as effective?		N/A	
59	Where opportunities for improvement have been implemented, have the action(s) taken been demonstrated as effective?	(1/1)	YES	
60	Are all process participants encouraged to be involved in identifying improvements?	(1/1)	YES	

DECLARATION

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Auditor  
(Aashiqe Rasul)