

Process Auditing Worksheet

Process Name: _____

Output: Product (Tangible) or Service (Auto Repair, Calibration Service, etc). Under "Performance Measurement", specify how the performance (quality) of the product or service is measured. List what records are generated with the product or service

Product /Service	Performance Measure	Records Generated	Audit Item

Input / Process Activities: List applicable input elements with how they are controlled.

Input Element	Identification / Control Criteria	Audit Item
People <ul style="list-style-type: none"> • Qualifications? • Any Required Training? • Any Required Certification? 		
Materials / Information <ul style="list-style-type: none"> • Materials / components and/or information used as input? • Suppliers or subcontractors used? 		
Equipment / Measuring Devices <ul style="list-style-type: none"> • Process equipment Used? • Measuring equipment & devices to measure the resulting product or service?? 		
Methods <ul style="list-style-type: none"> • List of documents and references used to get the job done (including external)? • Documents accessible, followed? 		
Environment <ul style="list-style-type: none"> • Is work environment specified in process documentations? • Safety requirements? • Climate Control? • Lighting? • Clutter? 		