Process Audit Work Sheet (PAWS)

Process :	Dept:	Date:
Process Owner:	Standard Clauses:	Auditor Name:

Adequate Material / Human Resources Used?	**Process is carried out under controlled conditions** (Business Operating System, Informal Practices Steps, Sequence, Interactions)	**Evidence that this process is functioning effectively / efficiently (measures):**
Process Inputs Are there clear **linkages** from other processes feeding into this process?		**Process Outputs** Are process **outputs** identified? (e.g., records, information, product, service) What is the next process?
Process Indicators and Measures Are there measurable objectives associated with this process to indicate if the process is effective? Do metrics show alignment with Quality Policy, Company objectives/strategy and key business factors? Is performance against objectives tracked? Are corrective actions taken when objectives are not being met? Evidence of Continual Improvement?	What are the defined Risks for this process?	**Customers / Interested Parties of this Process** Who are the customers / Interested Parties of this process? (Internal/ external) Are there Customer / Interested Parties Specific Requirements that must be met with this process? Are they satisfied? How do you know?

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Strengths / Positive Comments / Best Practices	Opportunities
Weaknesses (Observations)	**Threats / Risks / Nonconformances**

Audit notes, other objective evidence and additional audit trails

Attach additional note pages as needed