

Date	
Process Audited	
Auditor	

Area / Element covered	Sources of evidence / Findings	Non-conformities and observations
<p>What is the main purpose of this activity? Does the Quality Documentation represent the process being carried out? I.e. Process documentation up to date? Documents issued correctly? Responsibilities and authorities clear? Documentation records maintained and controlled effectively? Are applicable regulations met?</p>		
<p>What are the interactions? Are inputs and outputs defined, clear and understood by all parties? Are responsibilities clear and handover points consistent?</p>		
<p>How is the success of the process verified? What if the process has not been successful? What records are kept?</p>		
<p>What records or documentation are kept? Are records complete and easily available?</p>		

<p>Are there any legal or other requirements? Have there been any changes? How is compliance assessed and verified?</p>		
<p>What are the measures for this process? Are they reviewed regularly? How is data used? Is the collection of data a robust process?</p>		
<p>How are improvements identified?</p>		
<p>How are changes communicated throughout the team. organisation?</p>		
<p>Have training needs been identified and met?</p>		
<p>Are there any non-conformities or observations from previous audits? Have suitable corrective / preventive actions been implemented?</p>		