

Process Responsibility Matrix (For audit programming only)

		Management						Operation					Support								
		ISO 14001:2015	ISO 45001:2018	Management System	Business Planning	Sales & Marketing	Operational Planning	Business Review	Improvement	Order/Quote Fulfillment	Design & Development	Procurement & Supply	Manufacturing	Inspection & Calibration	Packing & Shipping	Facilities	Corrective Action	Internal Audit	Customer Service	HR & Training	I.T. & Doc Control
Paste cells 'E4' to 'AB69' from the 'Process Matrix' worksheet, into cells 'E5' to 'AB74' in this worksheet. This will populate the Audit Programme worksheets with the process names.																					
Clause	Title																				
4.1	Organizational Context	E	H	X	X			X													
4.2	Relevant Interested Parties	E	H	X	X	X		X		X		X							X	X	
4.3	Management System Scope	E	H	X	X			X													
4.4	Management System Processes	E	H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.1	Leadership & Worker Participation	E	H	X	X																
5.2.1	Establishing our Policies	E	H	X	X																
5.2.2	Communicating our Policies	E	H	X	X																
5.3	Roles, Responsibilities and Authorities	E	H	X	X				X											X	
5.4	Consultation & Participation of Workers		H	X	X		X		X						X					X	
6.1.1	Address Risks and Opportunities	E	H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.1.2	Hazard Identification		H	X	X		X		X												
6.1.3	Aspect Identification	E																			
6.1.4	Legal & Compliance Requirements	E	H	X	X		X		X												
6.1.5	Planning Action	E	H	X	X		X		X											X	
6.2.1	Objectives	E	H	X	X				X												
6.2.2	Objectives & Planning to Achieve Them	E	H	X	X			X	X												
7.1	Resources	E	H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.2	Competence	E	H	X	X				X											X	
7.3	Awareness	E	H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.4	Communication	E	H	X	X	X	X		X										X	X	X
7.4.1	General	E	H	X	X	X	X	X	X	X	X	X	X	X					X		
7.4.2	Internal Communication	E	H	X	X		X		X		X										
7.4.3	External Communication	E	H	X	X	X	X		X		X								X		
7.5.1	Management System Documents	E	H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.5.2	Creating & Updating	E	H	X																	X
7.5.3	Controlling Documented Information	E	H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.1.1	OHS Operational Planning & Control		H	X	X		X		X	X	X	X	X	X	X	X					
8.1.2	Environmental Operational Planning & Control	E		X	X		X		X	X	X	X	X	X	X						
8.2	Emergency Situations	E	H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.1.1	Monitoring, Measurement, Analysis & Evaluation	E	H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.1.2	Evaluation of Compliance	Q	H	X			X	X	X												
9.2	Internal Audit	Q	H	X	X		X		X				X				X	X			
9.3.1	Management Review - General	Q	H	X	X		X	X													
9.3.2	Management Review - Inputs	Q	H	X	X		X	X													
9.3.3	Management Review - Outputs	Q	H	X	X		X	X													
10.1	Improvement - General	Q	H	X	X		X														

10-Year Internal Audit Programme

1. The standards have no requirement to audit all processes every year. Based on risk, **critical processes** should be audited every year. Forecast audits with an 'X' in the cells.
2. Begin programming your internal audits using the next worksheet.
3. Using the Process Audit Checklist, audit just the clauses that are relevant to each process at the frequency shown below.

Process Name	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Management System	X	X	X	X	X	X	X	X	X	X	X
Business Planning		X		X		X		X		X	
Sales & Marketing	X		X		X		X		X		X
Operational Planning	X	X	X	X	X	X	X	X	X	X	X
Business Review		X		X		X		X		X	
Improvement	X	X	X	X	X	X	X	X	X	X	X
Order/Quote Fulfillment		X		X		X		X		X	
Design & Development	X		X		X		X		X		X
Manufacturing	X	X	X	X	X	X	X	X	X	X	X
Procurement & Supply	X	X	X	X	X	X	X	X	X	X	X
Inspection & Calibration	X	X	X	X	X	X	X	X	X	X	X
Packing & Shipping	X	X	X	X	X	X	X	X	X	X	X
Facilities		X		X		X		X		X	
Corrective Action	X	X	X	X	X	X	X	X	X	X	X
Internal Audit	X	X	X	X	X	X	X	X	X	X	X
Customer Service	X	X	X	X	X	X	X	X	X	X	X
HR & Training	X		X		X		X		X		X
I.T. & Doc Control		X		X		X		X		X	
Other 1											
Other 2											
Other 3											
Other 4											
Other 5											
Other 6											

2-Year Internal Audit Programme

- Please note that Column 'A' will automatically populate with information from the previous worksheet.
- Enter the 'start' and 'finish' dates in the grey coloured cells in Columns 'C' and 'D', duration is calculated and the bar chart is updated.
- Please note that all date range cells in Columns G to ACA1 contain a hidden '0' which is part of the 'date box' shading formula - **Do not delete!**
- Begin auditing your management system and its processes using the internal audit checklists and process audit report templates.

Process Name	Audit Type	Start Date	Finish Date	Duration (Days)	Audit Complete? (If yes enter audit report Ref.)	05-Feb-24							12-Feb-24							19-Feb-24							26-Feb-24							04-Mar						
						05-Feb-24	06-Feb-24	07-Feb-24	08-Feb-24	09-Feb-24	10-Feb-24	11-Feb-24	12-Feb-24	13-Feb-24	14-Feb-24	15-Feb-24	16-Feb-24	17-Feb-24	18-Feb-24	19-Feb-24	20-Feb-24	21-Feb-24	22-Feb-24	23-Feb-24	24-Feb-24	25-Feb-24	26-Feb-24	27-Feb-24	28-Feb-24	29-Feb-24	01-Mar-24	02-Mar-24	03-Mar-24	04-Mar-24	05-Mar-24	06-Mar-24	07-Mar-24			
Management System	Planned			1																																				
	Additional			1																																				
	Additional			1																																				
	Additional			1																																				
Business Planning	Planned			1																																				
	Additional			1																																				
	Additional			1																																				
	Additional			1																																				
Sales & Marketing	Planned			1																																				
	Additional			1																																				
	Additional			1																																				
	Additional			1																																				
Operational Planning	Planned			1																																				
	Additional			1																																				
	Additional			1																																				
	Additional			1																																				
Business Review	Planned			1																																				
	Additional			1																																				
	Additional			1																																				
	Additional			1																																				
Improvement	Planned			1																																				
	Additional			1																																				
	Additional			1																																				
	Additional			1																																				
Order/Quote Fulfillment	Planned			1																																				
	Additional			1																																				
	Additional			1																																				
	Additional			1																																				
Design & Development	Planned			1																																				
	Additional			1																																				
	Additional			1																																				
	Additional			1																																				