

02 Process Matrix & Application - Microsoft Excel (Product Activation Failed)

FileHomeInsertPage LayoutFormulasDataReviewView

CutCopyFormat Painter

Clipboard

Font

Alignment

Number

Conditional Formatting

Format as Table

Normal 139

Normal 139 2

Normal 14

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Sort & Filter

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H4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	<b>Process Responsibility Matrix</b>																																	
	<p>The process matrix provides a very convenient overview of all the processes that make up your management system. Defining the sequence and interaction of processes is also a requirement. This process matrix itself can satisfy this requirement.</p> <p>After you're done populating this worksheet, copy columns 'F' to 'AC', and paste them in to the 'Process Matrix' worksheet in the QEHS Internal Audit Programme.xlsx workbook.</p> <p>1. Enter the process/functional area names in Row 2, we've included examples to get you started.</p> <p>2. Enter an 'X' in the cell if the process has responsibility for ensuring conformity to clause(s) listed below.</p> <p>3. Using the 'filter' drop-down menu, select 'X' to show the applicable clauses for each process.</p>																																	
2																																		
3	4	Context of the Organization																																
4	4.1	Organizational Context	Q	E	HS	X	X																											
5	4.2	Relevant Interested Parties	Q	E	HS	X	X																											
6	4.3	Management System Scope	Q	E	HS	X	X																											
7	4.4	Management System Processes	Q	E	HS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8	5	Leadership, Commitment and Worker Participation																																
9	5.1	Leadership and Commitment																																
10	5.1.1	General	Q	E	HS	X	X																											
11	5.1.2	Customer Focus	Q			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12	5.2	Management System Policies																																

Process Matrix

Process Application

Ready

85%