# ISO9001:2015 Risk Based Planning Step 1:  Process Analysis Mapping

# Introduction

The aim and objective of this workshop is to support you through the process and methodology for implementing a risk based planning process in order to meet the ISO9001:2015 requirements

This workshop is designed with people who have no or only a basic skill knowledge of management systems and will reinforce the knowledge already gained by those with a higher skill knowledge of management systems.

The workshop is a 6 step process spread over six months.
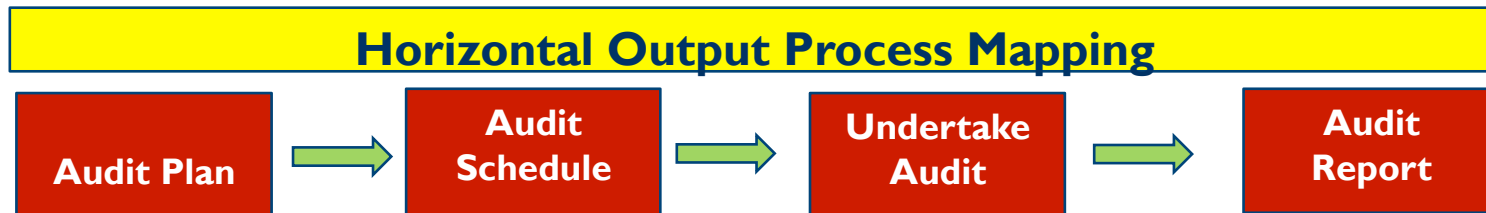The 1st step is process analysis mapping  will cover the following
- Horizontal or Output Process Mapping
- Vertical or Input Process Mapping
- Vertical or Input  Process Classifications Codes

# Horizontal or Output Process Mapping

Take any process any process be it customer ordering process or purchase ordering process .
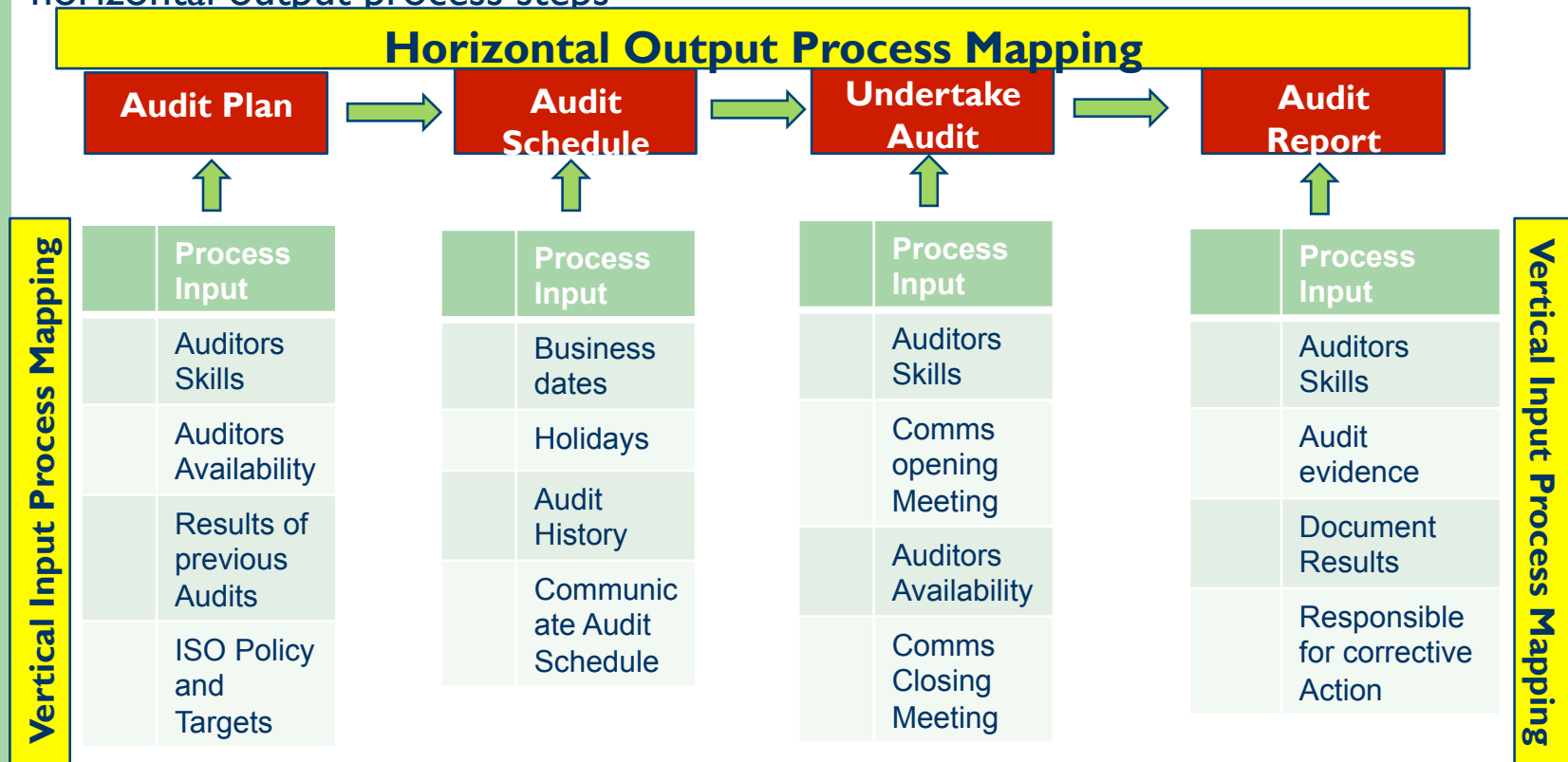
For this exercise we will a auditing process:
Frist list each of the main process steps and place them into the horizontal boxes

**Horizontal Output Process Mapping**

| Audit Plan | → | Audit Schedule | → | Undertake Audit | → | Audit Report |
|---|---|---|---|---|---|---|

# Vertical or Input Process Mapping

Next enter each of the input process steps into the vertical boxes against each of the horizontal output process steps

**Horizontal Output Process Mapping**

| Audit Plan | Audit Schedule | Undertake Audit | Audit Report |
|---|---|---|---|

| Process Input | Process Input | Process Input | Process Input |
|---|---|---|---|
| Auditors Skills | Business dates | Auditors Skills | Auditors Skills |
| Auditors Availability | Holidays | Comms opening Meeting | Audit evidence |
| Results of previous Audits | Audit History | Auditors Availability | Document Results |
| ISO Policy and Targets | Communicate Audit Schedule | Comms Closing Meeting | Responsible for corrective Action |

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# Vertical or Input Process Mapping

Next list the key input process classification codes and symbol

| Key Input Process Classifications Codes | |
|:---:|:---:|
| ▼ | Critical |
| I | Instruction |
| C | Controllable |
| D | Data & Information |

# Vertical or Input Process Mapping

Next enter a classifications code next to a process input like the red reverse delta ▽ is place next to auditor skills due to this is a critical process input into the process out audit plan

| Horizontal Output Process Mapping |
|---|

**Audit Plan** → **Audit Schedule** → **Undertake Audit** → **Audit Report**
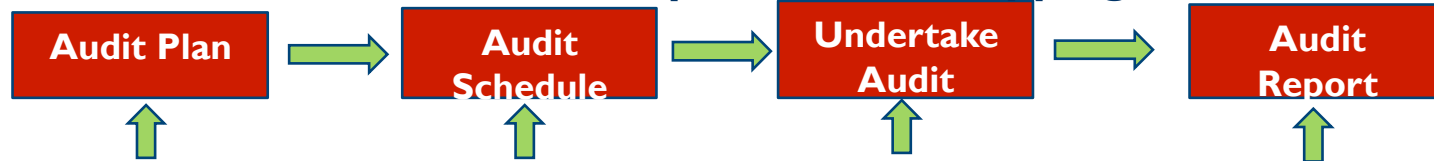
**Vertical Input Process Mapping**

| KEY | Process Input |
|---|---|
| ▽ | Auditors Skills |
| ▽ | Auditors Availability |
| D | Results of previous Audits |
| D | ISO Policy and Targets |

| KEY | Process Input |
|---|---|
| C | Business dates |
| C | Holidays |
| D | Audit History |
| ▽ | Communicate Audit |

| KEY | Process Input |
|---|---|
| ▽ | Auditors Skills |
| ▽ | Comms opening Meeting |
| ▽ | Auditors Availability |
| ▽ | Comms Closing Meeting |

| KEY | Process Input |
|---|---|
| ▽ | Auditors Skills |
| D | Audit evidence |
| D | Document Results |
| ▽ | Responsible for corrective Action |

**Vertical Input Process Mapping**

# Second Step

**The second step we will define what are input process criticality classifications and output impact Analysis**