



CLIENT INSTRUCTIONS: The management representative or delegate is to indicate the processes needed for their management system (refer to section 4.4.1 of ISO 9001:2015) in the blank area under “auditee process” along with the appropriate process owner and placing an “X” in the matrix indicating the clause(s) that support the noted process. **These processes must match those identified in your quality management system documentation.** See notes below.

This is not a responsibility matrix. This completed matrix or an equivalent, is required to plan upcoming audit activities i.e., registration, surveillances. (See example of Delivery, note this may not reflect your actual practices.) Please return to SRI.

PLEASE PRINT

Company Name	
Plant/facility	
Completed by & Date	

X = Identifies auditee processes, process owner, and corresponding applicable clauses		Applicable Clauses																						
		4	5	6.1	6.2	6.3	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	8.6	8.7	9.1	9.2	9.3	10.1	10.2	10.3
Auditee Process	Owner																							
<i>example only</i> Delivery	General Foreman	X	X		X		X		X			X	X					X			X	X	X	X
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