

AR1 Environmental Management System Audit

**AR1 – Environmental Management System Audit**

- 1.0 Scope**
- 2.0 Definitions**
  - 2.1 Abbreviations
- 3.0 Responsibilities**
  - 3.1 EMR
  - 3.2 Internal Auditors
- 4.0 Procedure**
  - 4.1 Internal Audit
  - 4.2 Audit questionnaire
- 5.0 Records**
- 6.0 References**

Appendices

- 1 List of Trained Environmental Auditors
- 2 Internal Audit Questionnaires References.
- 3 Audit Schedule
- 4 Amendment Status Record Sheet
- 5 Amendment Details Record

Filename	Issue No.	Date	Issued by	Authorisation	Page
AR1 – Environmental Management System Audit	1	25.01.17	GBPP		1 of 9

## AR1 Environmental Management System Audit

### 1.0 Scope

The following procedure is used to audit the Company's EMS to ensure compliance with the written procedures.

### 2.0 Definitions

**Audit** A systematic and independent examination to determine whether environmental activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

**Non-compliance** Any instance of a failure to comply with the documented EMS

#### 2.1 Abbreviations

**EMR** Environmental Management Representative  
**EMS** Environmental Management System

### 3.0 Responsibilities

#### 3.1 EMR

The EMR is responsible for:

- Planning audits
- Producing audit schedules
- Arranging training of internal auditors
- Reporting non-compliance and corrective actions at management review meeting
- Closing out non-compliance reports
- Reporting audit results at management review meetings.

#### 3.2 Internal Auditors

Internal Auditors are responsible for carrying out audits in line with their training under the direction of the EMR

Trained internal auditors verify that the site's EMS is being maintained.

Filename	Issue No.	Date	Issued by	Authorisation	Page
AR1 – Environmental Management System Audit	1	25.01.17	GBPP		2 of 9

AR1 Environmental Management System Audit

**4.0 Procedure**

4.1 Internal Auditors

The internal environmental auditors shall carry out audits under the direction of the EMR.

Internal audits shall be phased over one year in accordance with the audit schedule in Appendix 3.

Internal auditors shall raise separate non-compliance reports for each non-compliance found. The reports shall state the corrective actions to be taken.

The EMR shall report non-compliances and corrective actions and the results of the audits at the next management review meeting.

4.2 Audit questionnaire

Internal auditors shall use an internal audit questionnaire as a guide when carrying out audits (see Appendix 2).

Every question shall be addressed and marked with a check mark when in compliance with the documented system.

Non-compliances shall also be noted on the questionnaire forms and on separate non-compliance reports in accordance with MM7.

**5.0 Records**

Non-compliance reports  
Completed audit questionnaire forms

**6.0 References**

EM 4.5.4 Environmental Management System Audit  
MM7 Non-conformance and Corrective & Preventive Action  
AR2 Management Review

Filename	Issue No.	Date	Issued by	Authorisation	Page
AR1 – Environmental Management System Audit	1	25.01.17	GBPP		3 of 9

AR1 Environmental Management System Audit

**Appendix 1: List of Trained Environmental Auditors**

<b>Name</b>	<b>Date Passed</b>	<b>Pass Mark</b>	<b>Training Company</b>

<b>Filename</b>	<b>Issue No.</b>	<b>Date</b>	<b>Issued by</b>	<b>Authorisation</b>	<b>Page</b>
AR1 – Environmental Management System Audit	1	25.01.17	GBPP		4 of 9

AR1 Environmental Management System Audit

**Appendix 2: Environmental Audit Questionnaire – To be used only as a guide**

Audit Questions

Comments

EM1

- Is the organisation structure up to date?
- Is the EMR controlling the issue of manuals?
- Is the EMR updating procedures?
- Does the EMR have master copies of manuals?
- Is the computer data backup system being used?
- Are amendment details recorded accurately and completely?
- Are issued copies of the manuals up to date?

EM2

- Is the list of environmental aspects being maintained?
- Is it regularly reviewed?
- Is the scoring model or alternative risk assessment applied to new aspects as they arise?
- Is legislation cross references shown on the list?

T1

- Are employees given environmental awareness training?
- Are employees they provided with explanatory booklets about the EMS?
- Are employees familiar with the environmental policy?
- Are training needs being recorded?
- Are employees signing to confirm that they received awareness training?
- Are employees given skills enhancement training?

OC Procedures

- Have there been any alterations to site buildings or structures?
- Has account been taken of the changes?
- Are lights switched off late at night?
- Is energy and water being used efficiently, and do records indicate this?
- Are subcontractors reading and adhering to the site environmental policy?
- Are subcontractors complying with environmental rules whilst working on site?
- Are subcontractors adhering to site rules on housekeeping?

Filename	Issue No.	Date	Issued by	Authorisation	Page
AR1 – Environmental Management System Audit	1	25.01.17	GBPP		5 of 9

AR1 Environmental Management System Audit

Are cleaning chemicals properly stored at the site?  
Is the waste stored in the correct area?  
Is the waste being classified?  
Are regular risk analysis reviews being carried out and recorded?  
Are hazardous waste stores securely locked?  
Are spill kits in place in maintenance stores and other designated areas?  
Are spill kits being maintained around the building and are their whereabouts and conditions being checked?  
Are cleaning chemical stores key holders listed, and are stores kept locked?  
Does the EMR have copies of waste transfer and consignment notes for controlled waste?

OC10

Is the emergency plan being maintained?  
Do management and supervisors know the site emergency plan rules and arrangements?  
Are the listed contractors and phone numbers in the emergency plan accurate and up to date?  
Have hazardous materials been listed, advised, and notified to local emergency services?  
Has the EMR produced an up to date list of chemicals used at the site?

MM Procedures

Have measurements been carried on key environmental aspects?

AR1

Is the environmental management system being regularly audited?

AR2

Are management review meetings being held?  
Are Directors and Managers attending the management review meetings?  
Is the EMR reporting on the status of the EMS to management review meetings?

Filename	Issue No.	Date	Issued by	Authorisation	Page
AR1 – Environmental Management System Audit	1	25.01.17	GBPP		6 of 9







