

# AUDIT CHECKLIST

## 4.5 CHECKING

### 4.5.5 ENVIRONMENTAL MANAGEMENT SYSTEM AUDIT

ISO 14001 STANDARD REQUIREMENTS

OVERALL CONFORMANCE: **YES NO**

**4.5.5** The organization shall ensure that internal audits of the environmental management system are conducted at planned intervals to...

	Conforms (Y/N)
a) determine whether environmental management system 1) conforms to planned arrangements for environmental management, including the requirements of this International Standard, and 2) has been properly implemented and is maintained, and	
b) provide information on the results of the audit to management;	

Audit program(s) shall...take into consideration the environmental importance of the operation(s) concerned and the results of previous audits.

Audit procedures(s) shall be planned, established, implemented and maintained that address

	Conforms (Y/N)
the responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records,	
The determination of audit criteria, scope, frequency and methods	

Selection of auditors and conduct of the audits shall ensure objectivity and impartiality of the audit process.

### DOCUMENT REVIEW

EMS audit procedure. Verify that it contains:

- audit scope
- frequency
- methodologies
- responsibilities
- requirements for conducting audits and reporting results

EMS audit plan

EMS audit reports and findings.

Reports to management on audit results.

Schedules.

Audit protocol.

**EMS LINKS:**

- Nonconformity, Corrective Action and Preventive Action
- Competence, Training and Awareness
- Control of Records
- Management Review

**Supplemental Questions by Function**

<b>4.5.5 Environmental Management System Audit:</b>		
<i><b>DEPUTY DIRECTOR</b></i>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	Have you been provided with the results of previous audits?	
<b>b.</b>	In what form have these results been provided? May I see them?	

<i><b>EMS REPRESENTATIVE</b></i>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	What procedures are in place to perform periodic audits?	
<b>b.</b>	What criterion determines the frequency of the audits?	
<b>c.</b>	Have past audits been conducted in accordance with the schedule?	
<b>d.</b>	Do you have records for the training received by the EMS auditors? May I see them?	
<b>e.</b>	To whom are the audit results communicated?	

**NOTES:**