

# AUDIT CHECKLIST

## 4.4 IMPLEMENTATION AND OPERATION

### 4.4.3 COMMUNICATION

ISO 14001 STANDARD REQUIREMENTS

OVERALL CONFORMANCE: **YES NO**

4.4.3 With regard to its environmental aspects and environmental management system, the organization shall establish, implement and maintain a procedure(s) for

**Conforms (Y/N)**

a) internal communication between the various levels and functions of the organization;	
b) receiving, documenting, and responding to relevant communication from external interested parties;	
The organization shall decide whether to communicate externally about its significant environmental aspects, and shall document its decision. If the decision is to communicate, the organization shall establish and implement a method(s) for external communication.	

## DOCUMENT REVIEW

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <u>Procedure describing the organization's internal and external communication system.</u></li><li><input type="checkbox"/> <u>Documentation of the organization's decision on whether or not to externally communicate information on its significant aspects.</u></li><li><input type="checkbox"/> Evidence that relevant communication of environmental information exists between different departments, divisions, offices, etc. (between various levels and functions).</li><li><input type="checkbox"/> Evidence that inquiries from and responses to interested parties are documented.</li></ul> |
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### EMS LINKS:

- Environmental Policy
- Environmental Aspects
- Objectives, Targets and Programs
- Competence Training and Awareness
- Management Review

## Supplemental Questions by Function

<b>4.4.3 Communication:</b>		
<b><i>DEPUTY DIRECTOR</i></b>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	How are you informed of the environmental issues within the Division? How often does this take place?	
<b>b.</b>	What is the procedure for responding to concerns voiced by external interested parties (e.g., regulators, the public, etc.)?  Who has responsibility for responding to such inquiries?	
<b>c.</b>	Describe your role in communicating environmental issues throughout the Division.	

<b><i>EMS REPRESENTATIVE</i></b>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	How is environmental information awareness reinforced throughout the organization? (newsletters, bulletin boards, staff meetings)	
<b>b.</b>	How are employees notified of new environmental requirements, programs, objectives and targets, and/or other information related to the EMS?	
<b>c.</b>	How does the Division communicate externally on its policy, environmental performance, and environmental aspects?	
<b>d.</b>	What external parties do you communicate with on a routine basis?	
<b>e.</b>	What is the procedure for responding to concerns voiced by external interested parties regarding environmental matters? Where is this process described?	
<b>f.</b>	Who has responsibility for responding to such inquiries? Where is this responsibility documented?	

## Supplemental Questions by Function

<i>SENIOR STAFF</i>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	What type of environmental information do you provide to the Deputy Director / external parties? ( regulators, public, other organizations)	
<b>b.</b>	How are you made aware of new environmental requirements, programs, objectives and targets, and/or other information related to EMS?	
<b>c.</b>	Describe your role in communicating this information to your staff.	

<i>DIVISION PERSONNEL</i>		<b>OBJECTIVE EVIDENCE</b>
<b>a.</b>	How are you made aware of new environmental requirements, programs, objectives and targets, and/or other information related to EMS?	
<b>b.</b>	What sort of environmental information do you provide to your manager?	

### NOTES: