

AUDIT CHECKLIST

4.4 IMPLEMENTATION AND OPERATION

4.4.4 EMS DOCUMENTATION

ISO 14001 STANDARD REQUIREMENTS

OVERALL CONFORMANCE: YES NO

4.4.4 The environmental management system shall include:

	Conforms (Y/N)
a) the environmental policy objectives and targets,	
b) description of the scope of the environmental management system,	
c) description of the main elements of the environmental management system and their interaction, and reference to related documents,	
d) documents including records, required by this international standard,	
e) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects.	

DOCUMENT REVIEW

- EMS documentation and related documents described in EMS manual.
- Evidence that responsibility for maintaining the documentation has been assigned.
- Procedure for the development and update of the EMS documentation.

EMS LINKS:

- Pertains to all sections of ISO 14001 International Standard.

Supplemental Questions by Function

4.4.4 Environmental Management System Documentation:		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	Where do you go to locate a copy of your Division's EMS Manual?	
b.	Where do you find other EMS records such as environmental management program updates and objectives and targets?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	What is the formal (i.e., documented) scope of your Division's EMS? Where can this be located?	
b.	Where does the EMS Manual provide direction to related documentation?	
c.	How does the EMS Manual describe the interaction of the core elements of the EMS?	
d.	Under what circumstances is the EMS Manual updated?	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	Where do you go to locate a copy of your Division's EMS Manual?	

NOTES: