

AUDIT CHECKLIST

4.5 CHECKING

4.5.1 MONITORING AND MEASUREMENT

ISO 14001 STANDARD REQUIREMENTS

OVERALL CONFORMANCE: YES NO

4.5.1 The organization shall...

	Conforms (Y/N)
...establish, implement and maintain a procedure(s) to monitor and measure, on a regular basis, the key characteristics of its operations that can have a significant environmental impact. The procedure(s) shall include the documenting of information to monitor performance, applicable operational controls and conformity with the organization's objectives and targets.	
...ensure that calibrated or verified monitoring and measurement equipment is used and maintained and retain associated records.	

DOCUMENT REVIEW:

<ul style="list-style-type: none"><input type="checkbox"/> <u>Procedure to monitor and measure operations</u> that can have a significant impact on the environment; list of operations determined to be linked to significant impacts.<input type="checkbox"/> Compliance reports; calibration procedures.<input type="checkbox"/> Procedures to maintain and monitor equipment; procedures to monitor objectives and targets.<input type="checkbox"/> <i>Records</i>: maintenance records and requests, monitoring logs, calibration records, inspection sheets, audit reports or checklists, records of monitoring objectives and targets.
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EMS LINKS:

- Policy
- Environmental Aspects
- Objectives, Targets and Programs
- Training
- Operational Controls
- Nonconformance and Corrective and Preventive Action
- Internal Audit

Supplemental Questions by Function

4.5.1 Monitoring and Measurement:		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	Does your organization have documented procedures to monitor and measure those areas that could have a significant impact on the environment?	
b.	Does your organization have documented procedures for periodically evaluating compliance with relevant environmental legislation and regulation?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	Does the EMS provide for the monitoring and measurement of key activities that can have significant impacts on the environment?	
b.	Do these provisions include the recording of information to track the organization's performance, relevant operational controls, and its conformance with its objectives and targets?	
c.	Describe the Division's environmental compliance auditing program.	
d.	How often are audits conducted?	
e.	Who has responsibility for conducting these audits? Is this person sufficiently independent of the operations being audited?	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	How are the key characteristics of your operation – those that can have a significant impact on the environment – monitored and measured?	
b.	How is this documented? (Verify, objectives and targets, logs, etc.)	
c.	What procedures are in place to ensure that monitoring practices meet all relevant environmental legislation and regulations?	
d.	How often is monitoring equipment calibrated and serviced? May I see the records?	

Supplemental Questions by Function

4.5.1 Monitoring and Measurement:		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	What kinds of monitoring equipment do you use?	
b.	How often is the monitoring equipment calibrated and serviced?	
c.	Who keeps track of the records for servicing this equipment?	

NOTES: