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| EP 921 | Internal audits | version 1 | 03/06/2015 |

**1.0 Purpose**

 The purpose of this procedure is to define the process for executing periodic

 audits of the environmental management system. The procedure describes the

 process for planning, executing and reporting the environmental audits.

 This procedure covers all internal audits which are carried out within our

 company.

 The scope of the internal audits includes all activities and processes of the

 environmental management system or some of its elements.

**2.0 Scope**

The entire environmental management system.

**3.0 Forms to use**

EF-921 Internal auditors

EF-922 Audit planning

EF-923 Audit questionnaire

EF-924 Audit findings

**4.0 References**

ISO 14001:2015, Element 9.2.

**5.0 Definitions**

 None

**6.0 Exclusions**

 None

**7.0 General rules**

 Internal environmental audits help to ensure the right implementation and

 maintenance of the environmental management system by verifying that the

 activities are in accordance with the documented procedures and that

 corrective measures are effectuated and that they are efficacious.

 All audits are performed by trained auditors. The training of auditors is in

 accordance with procedure EP-721. Records of the auditor training are

 retained in accordance with procedure EP-753.

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 When a candidate is designated as auditor and becomes part of the audit team,

 the lead auditor will evaluate the performance of the candidate after the audit.

 The environmental manager is responsible for retaining audit records,

 including a list of trained auditors, auditor training records, audit schedules

 and audit reports.

 The environmental audits are planned in such a way that all elements of the

 environmental management system are audited at least annually.

 The environmental manager is responsible for informing the auditors of

 upcoming audits a reasonable time before the planned audit date. The

 departments and functions which are audited, will also be informed a

 reasonable time before the planned audit date.

 The lead auditor is responsible for fulfilling the audit, the audit report and the

 feedback to the audited departments and/or functions.

 In consultation with the lead auditor, the environmental manager ensures that

 non-conformity-reports with the audit findings are set up.

**8.0 Method**

 8.1. Selection of the audit team:

 An audit team can consist of one or several auditors. When the audit team

 consists of more than one auditor, a lead auditor is designated. The lead auditor

 is responsible for the work allocation, the coordination and the preparation of

 the audit report. The auditors are independent of the domain to be audited and

 adopt impartiality and objectivity.

 8.2. Orientation of the audit team:

 The lead auditor ensures that the team is properly prepared to begin the audit.

 Relevant standards, regulations, policy elements and previous audit reports are

 available for audit team to be consulted. Each auditor took a suitable

 auditor training as specified in procedure EP-721.

 8.3. Written audit plan:

 The lead auditor is responsible for preparing a written audit plan. The checklist

 for internal audits can serve as guidance for this audit plan.

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 8.4. Prior notice:

 The departments and/or functions which will be audited, are informed a

 reasonable period of time before the audit.

 8.5. Execution of the audit:

* Prior to the audit a meeting is arranged with the personnel involved in order to define the domain, the plan and the schedule.
* The auditors can modify the domain and the plan if necessary.
* An objective investigation is held to see if there is accordance with the requirements of the environmental management system. All audit findings have to be documented.
* Special attention is paid to the corrective actions for shortcomings which were detected in the previous audits.
* After the audit another meeting is arranged to present the audit findings, clarify them and summarize them.

 8.6. Reporting the audit results:

* The lead auditor makes the audit report, which indicates the scope of the audit, identifies the audit team, cites evidence and summarizes the audit results.
* All findings which require corrective measures, are recorded.

 8.7. Distribution of the audit report:

* The environmental manager communicates the audit results to the departmental managers.
* The environmental manager ensures that copies of the audit reports are available for the annual review of the environmental management system by the Top Management.

 8.8. Follow-up of the audit:

* The management of the department concerned or of the functions involved is responsible for taking actions in follow up to the audit results.
* The environmental manager checks if the corrective actions are fulfilled and if they are effective.

 8.9. Records:

 The audit reports are stored at least two years after the execution of the audit.

 The environmental manager is responsible for preserving these reports.

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**9.0 Records**

Records have to be retained as specified in this procedure.

**Registration of change**

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| **Date of change** | **Description** | **Sections concerned** |
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