

Internal environmental audit procedure template

Environmental manual Issued by:	Procedure for Internal Environmental Audit	Ref. name/no: Approved by:
Purpose:	To ensure that the environmental management system is used and is effective	
Scope:	The entire environmental management system	
Responsibility:	Environmental manager	
Forms and support material:	Plan for Internal Environmental Audit, Document ref. name/no.: _____ Check-list for Environmental Audit, Document ref. name/no.: _____ Audit Report, Document ref. name/no.: _____ Non-compliance and Correction Report, Document ref. name/no.: _____	
Training:	The members of the audit team should have appropriate training. The audit leader must be independent of the area to be audited.	
Procedure:	Description	Responsibility:
Annual plan	Each year a plan for the environmental audit in the following year is prepared and signed by management. This plan serves to ensure that the entire environmental management system is examined in the coming year and the plan must specify when the audit will be carried out and those responsible for carrying it out.	Environmental manager
Prepar-ation	Before the individual audits are carried out, check-lists are developed for the area to be audited, based on procedures, objectives, action plans. They can be used to measure results in each area. The staff of the area to be audited should be informed in advance about when the audit will be done and what it will cover.	Audit team
Audit	Based on the check-lists, the audit is carried out in the form of interviews about - and observations of - the actual state of affairs.	Audit team
Wrap-up meeting	The audit team examines the observations and decides whether areas of non-compliance observed should be included in correction reports or whether they can be solved immediately. An audit report is prepared which is examined together with the manager responsible for the area in question; minor areas of non-compliance are taken care of immediately, while a conclusion for the audit as a whole is written down. Correction reports are examined with the manager responsible for the area audited and corrective action is agreed upon. The audit leader and the responsible manager sign the reports made. The reports are given to the environment manager, with one copy going to the responsible manager.	Audit leader
Follow-up	When deadlines for corrective action are reached, the manager responsible for the area audited is contacted and the environmental manager checks the corrective action carried out. If corrective action is effective, the case is closed. If not, a new report is prepared.	Responsible manager
Reporting	A joint report is prepared on the basis of all the internal environmental audits of the company. This report forms the basis for management's review of the whole system.	Environmental manager