

Procedure	10.0 EMSP Internal Audits
Department: Estates Office Site: ALL Author: Rose Rooney Approved by: Martin Wiles	Version 5.0 Issue 1.0 Issue date: November 2017 Pages 2

10.0 EMSP Internal Audits

1. Purpose

To identify, establish, implement, document and maintain a procedure for conducting audits of the Environmental Management System against ISO14001 at planned intervals to:

- a. Check conformance against
 - i. The organisation's own requirements for its EMS
 - ii. The requirements of the international standard
- b. Is effectively implemented and maintained

2. Scope

To set the method by which the EMS will be internally audited, against the requirements of ISO 14001. To incorporate a review of relevant documents to ensure correct records are maintained, and that relevant EMS documents are controlled correctly.

3. Responsibility

- The Sustainability Manager for Waste and EMS is responsible for ensuring that the EMS is audited at a frequency of once a year.
- The Sustainability Manger for Waste and EMS shall ensure that suitably trained and /or informed individuals shall conduct internal audits.
- The Sustainability Manager for Waste and EMS is responsible for ensuring actions from audit reports are followed up within the agreed timeframes.
- The Sustainability Manager for Waste and EMS is responsible for ensuring records are kept in line with the applicable records of the EMS Management Manual.

- The Sustainability Manager for Waste and EMS provides a summary of internal audits for review by top management via the annual management review process.

4. Implementation

- An *internal audit programme shall be established, implemented and maintained* specifying frequency, methods, responsibilities, planning requirements and reporting of internal audits. This will be documented by the Sustainability Manager for Waste and EMS.
- An *internal audit template and report* provides a checklist of audit questions to provide audit criteria and a protocol.
- The internal auditor undertakes each audit in accordance with the defined scope audit criteria and schedule.
- The auditor classifies findings in line with *8.0 EMSP Nonconformity, corrective action, preventive action*.
- On completion the auditor issues the *internal audit template and report* to the auditee for action.

Documents

Internal audit programme

Internal audit template and report

Changes to the procedure

Version	Reason for Change	Date
2	Change to procedure to reflect merging of internal audit template and report documents	August 2011
3	Replacing reference to BS8555 with ISO 14001. Removal of footer version control.	March 2012
4	Correct spelling errors	January 2015
5	Update in line with ISO 14001:2015 requirements	November 2017