

EP15 – Management Audits

What is this?

This is a written procedure that outlines how to carry out EMS and site audits.

What does the responsible manager need to do?

The responsible manager must ensure that:

- An independent environmental consultant undertakes a compliance audit on an annual basis. The audit will comprise of checking the operations against legislative requirements and the company's EMS
 - The audit specifies the severity of any non-conformances and provides clear and concise advice on what needs to be completed to rectify any issues with appropriate timescales
 - Half yearly cross-site audits are carried out by suitable members of the management team, and periodically by him/herself or the managing director. The scope of the audit will be a site tour followed by an examination of the EMS and any supporting documentation (including previous site audit reports)
 - All non-conformances identified through the audit process are recorded on the appropriate form and filed accordingly. The person with the responsibility of correcting any non-conformances must be stated on the form
 - Copies of the audits are made available to all interested parties.
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What do employees need to do?

All employees must ensure that:

- They help and support all auditors by providing honest feedback to all questions asked regarding the company's current environmental practices.
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Associated documentation

EMS Section

- Environmental Audits

Environmental Procedure

- EP13 – System Verification and Corrective Action

Forms

- EF07 – Non-Conformance Record (NCR)
- EF10 – Site Environmental Audit
- EF11 – EMS Audit
- EF12 – EMS Audit Schedule

