

EMS SP09 Environmental Audit

Version No: 1	Issued By: Operations Manager
Issue Date: 20th February 2022	

INTRODUCTION

This procedure describes the company's processes for monitoring and evaluating internal compliance with the I'Anson Bros Ltd Environmental Management System, and for identifying areas for potential improvements.

All procedures, documentation etc. referred to within this procedure are held in the Environmental Management System Folder on the computer system.

REFERENCES

Environmental Audit Pack
Non-conformance and Incident Report Form - NCIR
Environmental Aspects Register - CEAR
Register of Legislation - EROL

RESPONSIBILITIES

The EMS Co-ordinator is responsible for planning the audit programme.

The EMS team are responsible for reviewing the audit reports and any non-conformances and making any changes to the EMS as a result of these via the Management Review (EMS).

Environmental Auditors are responsible for conducting the internal audit and raising any non-conformances.

PROCEDURE

Scope

The audit programme will ensure that all areas of the EMS at the Mill are audited once a year and is based on the importance of an issue considering the significant aspects, incidents and non-conformities and audit results.

An external auditor will be selected from the list of approved auditors.

Planning

When planning an audit, the auditor shall note the following as a minimum:

- Any relevant aspect listed on the Environmental Aspects Register so that the significance may be reviewed.
- Compliance with relevant legal, regulatory or other requirements listed in the Register of Legislation.
- Those relevant procedures pertinent to the area/activity being audited are still appropriate and are being followed.
- Progress towards appropriate objectives and targets as stated in the Environmental Management System Programme.
- All incidents, non-conformities and corrective actions which have arisen since last internal audit (including non-conformities raised at the last internal environmental audit).

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Audit Process

The auditor will undertake the audit through interview, sampling and process area walkover, determining the degree of compliance to the EMS, and noting any non-conformances. The auditor will use the audit checklist held in the Auditors pack to aid the process.

Audit findings will be recorded on the Environmental Checklist and the Environmental Internal Audit Report where additional comments are required. If non-conformances are identified, it is the responsibility of the auditee to determine a corrective action plan and to ensure it is communicated and implemented appropriately within an appropriate timescale.

Distribution of Reports *

The completed Internal Environmental Audit Report will be sent to the Operations Manager and EMS co-ordinator as well as the auditee. The EMS Co-ordinator then files the report.

Review

The EMS Team will review and analyse audit findings and report within the Management Review.