

ISO 14001:2004
Clause 4.5.5
EP013 Internal Audit Procedure

Company Name/Logo

Document No _____ Rev _____

Uncontrolled Copy Controlled Copy Date _____

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative.

Approvals

The signatures below certify that this procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by				
Reviewed by				
Approved by				

Amendment Record

This procedure reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

Contents

- EP013 Internal Audit Procedure 4**
- 1. Introduction & Purpose 4
- 2. References 4
- 3. Terms & Definitions 4
- 4. Application & Scope 4
- 5. Requirements 4
- 6. Process 4
 - 6.1 Audit Planning 5
 - 6.2 Audit Preparation 5
 - 6.3 On-site Audit 6
 - 6.4 Wrap-up Meeting 6
 - 6.5 Follow-up 6
 - 6.6 Reporting 6
 - 6.7 Review 6
 - 6.8 Records 6
 - 6.9 Audit Process Matrix 7
 - 6.10 Process Map 9

EP013 Internal Audit Procedure

1. Introduction & Purpose

The purpose of this procedure is to define **Your Company's** process for undertaking internal audits in order to assess the effectiveness of the application of ISO 14001:2004 and also to define the responsibilities for planning and conducting audits, reporting results and retaining associated records.

2. References

Reference	Title & Description
4.5.5	ISO 14001:2008 EMS – Requirements: Internal Audit
EF013-1	Internal Audit Schedule
EF013-2	Internal Audit Plan
EF013-3	Internal Audit Assignment
EF013-4	Internal Audit & Gap Analysis Checklist
EF013-5	Internal Audit Report
EF013-6	Internal Audit Feedback

3. Terms & Definitions

Term	ISO Clause	Definition
Corrective Action	3.3	Action taken to eliminate the cause of a non-conformity
Internal Audit	3.14	A systematic, independent documented process for obtaining and evaluating audit evidence objectively to determine the extent to which audit criteria are fulfilled
Non-conformity	3.15	Non-fulfilment of a requirement
Preventive Action	3.17	Action taken to eliminate a potential non-conformity

4. Application & Scope

The scope of this procedure is focused on assessing the effectiveness of **Your Company's** environmental management system. Where such processes are found to be deficient, the audit will lead to improvement in those processes.

By applying the principles of auditing, outlined by ISO 19011:2002, **Your Company** ensures that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

5. Requirements

An audit of the environmental management system is conducted at planned intervals to:

- Determine whether the EMS conforms to planned arrangements
- Determine whether the EMS is properly implemented and maintained
- Provide information on the results of audits to Top Management