1.8 Internal Audit Process Map

<table>
<thead>
<tr>
<th>EMS Manager</th>
<th>Auditor</th>
<th>Auditee</th>
<th>Top Management</th>
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**Audit Considerations**
- Standards
- Feedback
- EMS requirements
- Corrective actions
- 3rd party audits
- Process status
- Non-conformances
- Aspects & impacts
- Obligations

**Process Flow**

1. Prepare Audit Programme
2. Assign Audit Duties
3. Document Review
4. Prepare Audit Checklist
5. Review Audit Findings
6. Update System Metrics
7. Submit Audit Report
8. NON-compliances Found?
   - YES: Initiate Corrective Actions
   - NO: Close-out Corrective Actions
9. Review Audit Findings
10. Prepare Audit Report
11. Verify Close-out
12. Review Recommendations

**Audit Considerations**
- Compliance obligations
- Employee concerns
- Management review
- Risks/opportunities
- Aspects/impacts
- Policies/Objectives
- PESTLE/SWOT
- Interested Parties