Scope of Audit — The intent of the supplier audit, using this checklist, is to ascertain the supplier's ability to meet and sustain our requirements, to assess the viability of the supplier, to detect weaknesses in the supplier's management system, and to help define the relationship and expectations between our organization and its suppliers.

Supplier Name: | Site / Operations Manager: | Audit Date:

Supplier Location: | Management System Contact: | Auditor Name:

0 - Supplier demonstrates no compliance with a documented management system or has no documented system in place.		1 - Supplier has a documented system but shows only limited compliance.	2 - Supplier has a documented system and shows only minor exceptions of non-compliance.	3 - Supplier has a documented process and can demonstrate full compliance.	
#	**Question**	**Evidence Required**	**What to look for**	**Score**	**Observations**
1	**Environmental Management System**				
#	**Question**	**Evidence Required**	**What to look for**	**Score**	**Observations**
1	Is the supplier's environmental management system certified to ISO 14001:2026 (or a recognized equivalent)?	Current certificate with scope statement and expiry date	Confirm certificate is in-date, covers sites and activities in scope of supply, and issued by an accredited body.	**3**	
2	Does the supplier have a documented environmental policy signed by top management?	Signed policy document	Signature in date; includes commitments to prevention of pollution, compliance, and continual improvement.	**3**	
3	Is the policy communicated to all workers and contractors, and displayed at operational sites?	Policy displays, induction records, awareness material	Spot-check site notice-boards, interview workers on policy awareness.	**3**	
4	Is the scope of the environmental management system documented, with sites, activities, products, and services defined, and any exclusions justified?	Environmental manual or scope statement	Scope covers the work being supplied to us; no unjustified exclusions.	**2**	
5	Has top management taken documented accountability for the environmental management system, with leadership commitments evidenced at management review?	Management review records; signed Environmental manual	Top Management attendance at reviews; policy and objectives signed.	**3**	
6	Are roles, responsibilities, and authorities assigned and communicated for environmental management system delivery, with a named environmental manager?	Org chart, role descriptions, RACI matrix	Named environmental manager role with clear reporting line to Top Management.	**3**	
7	Has the supplier determined external and internal issues relevant to the environmental management system, including climate-related risks where applicable?	Context analysis register	Analysis current, reviewed annually, climate-related physical and transition risks considered.	**3**	
8	Are interested parties identified with their relevant needs and expectations captured and reviewed?	Interested parties register	Includes regulators, customers, community, workers, suppliers; needs translated into compliance obligations where applicable.	**2**	
9	Are environmental objectives established at relevant functions and levels, with measurable targets, owners, and dates?	Objectives register	Specific, measurable, owner named, target date set, linked to significant aspects or compliance obligations.	**3**	
10	Is progress against objectives tracked and reported to management review on a defined cadence?	Management review minutes; KPI dashboards	Quarterly or more frequent progress reports; corrective action raised for missed milestones.	**3**	
11	Is there a change-management process for planned changes to the environmental management system, including new sites, new products, or regulatory change?	Change management procedure; change request log	Formal change requests with environmental-impact assessment before approval.	**3**	
12	Is documented information (manual, procedures, forms, records) controlled with versioning, approval, distribution, and retention?	Master document list; document control procedure	Unique document codes, issue and review dates, controlled distribution, retention schedule.	**2**	
13	Are environmental objectives aligned with the policy and demonstrably address the supplier's significant aspects?	Objectives register; aspects register	Traceability from aspects → objectives → programmes.	**3**	
14	Is there an up-to-date environmental manual that describes how the supplier conforms with ISO 14001:2026 and cross-references procedures?	Environmental manual	Covers all clauses, references procedures by ID, reviewed annually.	**3**	
15	Are climate change and biodiversity considerations explicitly addressed in the environmental management system, consistent with ISO 14001:2026?	Context analysis; aspects register; risk register	Specific entries for climate-related physical/transition risks and biodiversity/ecosystem impacts.	**3**	
2	**Environmental Aspects and Impacts**				
#	**Question**	**Evidence Required**	**What to look for**	**Score**	**Observations**

SAMPLE