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Guide to Internal Auditing ISO 14001:2015

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Why Audit?

Why are internal audits so important?

- Sometimes an EMS slips over time and needs to be checked/audited to be sure that everyone is following the procedures and instructions.
- Conditions can change and the auditors will identify departures from the planned arrangements that may in fact be improvements over the existing methods.
- Improvements can be identified and related procedures or instructions upgraded, accepted and approved by the responsible parties.



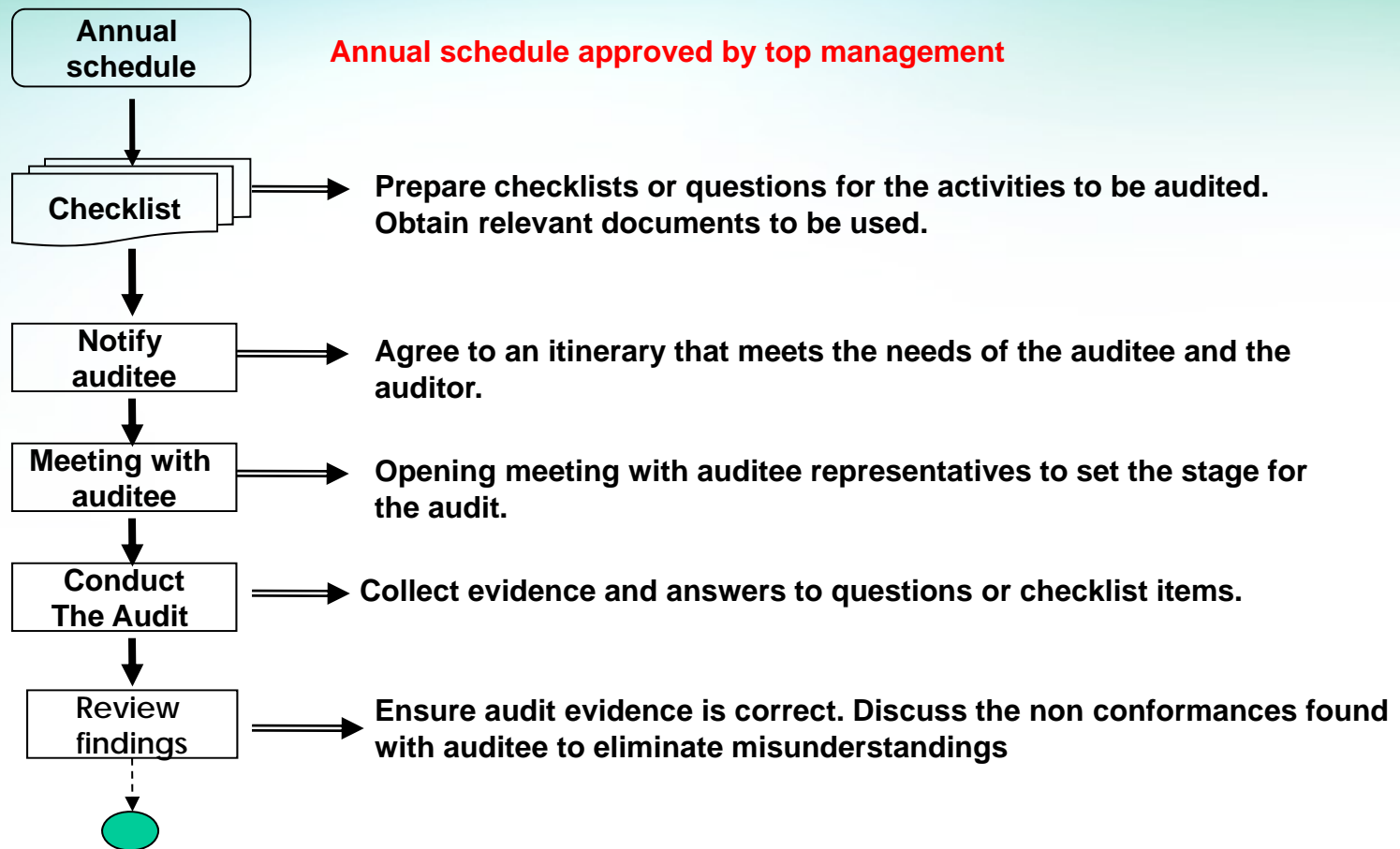
Who Can Audit?

- Auditors typically represent the people employed by the organization and must be objective and dedicated to this important task.
- ISO 14001 Par. 9.2.2 b requires that “***selection of auditors and the conduct of audits shall ensure objectivity and impartiality of the audit process***” ~or~ ***Auditors cannot audit their own work.***
- There are important techniques that they must be aware of when they prepare for and perform the audits.
- Internal auditors must become familiar with the auditing process.



Performing an Internal Audit

» Planning (Cont'd)



Performing an Internal Audit » Tools

What does an audit checklist look like?

Visit www.the9000store.com for the "Internal Audit Checklist" that will help you complete this task.

Requirement	Status	Observations or comments
Is the environmental policy posted and understood by employees?	<i>Okay</i>	<i>Policy posted on bulletin board. Paraphrased by Pat Martin</i>
Do employees have the environmental documents they need for their jobs? List the names of employees asked and what documents they use.	<i>Okay</i>	<i>Procedure for document control found on work station in mixing area. Joe Smith, Mary Perkins use the latest versions of documents</i>
Confirm employees are qualified for the job they do. Check personnel records.	<i>Okay</i>	<i>Workers are well organized and know what to do. Personnel department have all records</i>

