

## Example 36

<b>PROCEDURE FOR EMS AUDITS</b>	<b>Form 36</b> <b>Completed by:</b> <u>Jeff Miller</u> <b>Date:</b> <u>3/10/00</u>				
<p>Prepare your company's procedure(s) to conduct EMS audits periodic EMS audits and to document the results of the EMS audits.</p>					
<p><i><b>The EMS Representative</b></i> <i><b>EMS Procedure #19: EMS Audits</b></i> <i><b>Issue Date: March 10, 2000</b></i></p> <p><u><i>I. Purpose</i></u> <i>To provide a standard procedure to establish and conduct periodic audits of the environmental management system (EMS). The procedure defines the process to schedule, conduct, and report EMS audits. Implementation of the procedure ensures that activities conform with documented procedures and that corrective actions are undertaken and are effective.</i></p> <p><u><i>II. Definitions</i></u> <i>(none).</i></p> <p><u><i>III. Supporting Documents</i></u></p> <table data-bbox="162 997 1031 1081"><thead><tr><th><u><i>Document Identification</i></u></th><th><u><i>Title</i></u></th></tr></thead><tbody><tr><td><i>All EMS Documentation</i></td><td><i>All Documents</i></td></tr></tbody></table> <p><u><i>IV. Procedure</i></u></p> <ol data-bbox="146 1155 1477 1869" style="list-style-type: none"><li><i>1. The EMS Coordinator, The EMS Representative, and Top management will receive the appropriate training to conduct audits.</i></li><li><i>2. At least once a year, one of the trained auditors will conduct an EMS audit. Pertinent policies, procedures, standards, regulatory requirements and prior audit reports are made available to the selected auditor for review.</i></li><li><i>3. The selected auditor will prepare a written plan to conduct the audit.</i></li><li><i>4. A pre-audit conference will be held with appropriate personnel to review the scope, plan, and schedule for the audit.</i></li><li><i>5. Objective evidence is examined to verify conformance to EMS requirements, including operating procedures. Specific attention will be given to corrective actions for audit findings from previous audits. The audit findings will be documented.</i></li><li><i>6. The auditor will have a post-audit conference to present the audit findings, clarify any misunderstandings.</i></li><li><i>7. The auditor will prepare the audit report. It will summarize the audit scope, identify any corrective actions, describe sources of evidence used, and summarize the audit results.</i></li><li><i>8. The EMS Coordinator is responsible for tracking the completion and effectiveness of corrective actions.</i></li><li><i>9. The EMS Coordinator is responsible for maintaining the audit records. Audit reports will be retained for at least two years from the date of audit completion.</i></li></ol>		<u><i>Document Identification</i></u>	<u><i>Title</i></u>	<i>All EMS Documentation</i>	<i>All Documents</i>
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