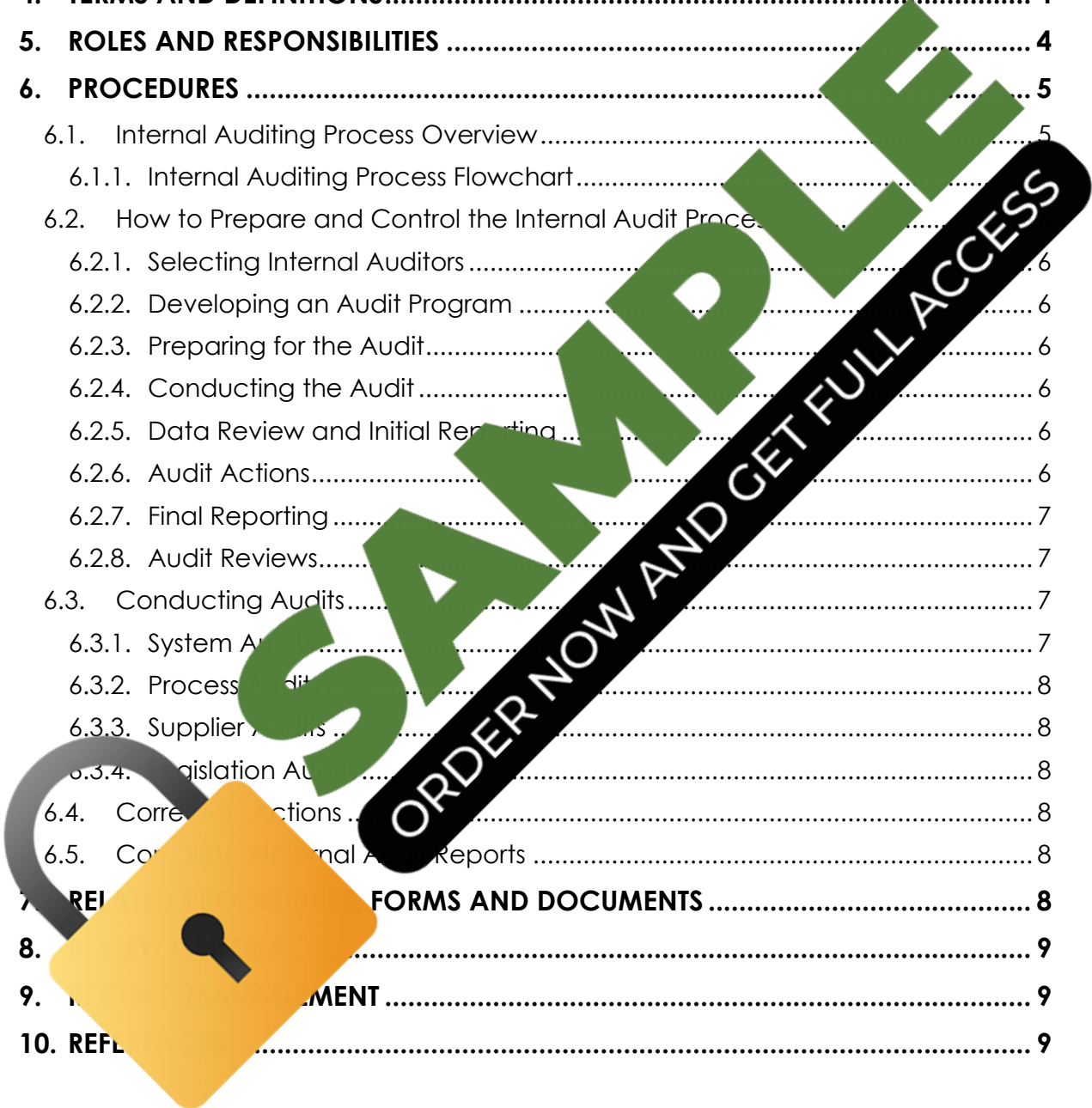


**ENVIRONMENTAL PROCEDURE**

**ENVIRONMENTAL MANAGEMENT  
PROCEDURE FOR INTERNAL AUDITING**

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## 2. PURPOSE

The purpose of this procedure is to define **Insert Your Company** process for undertaking internal environmental management system audits, process audits, and supplier and legislation audits, to assess the effectiveness of our environmental management system and its compliance with *ISO 14001 Environmental Management Systems*.

## 3. SCOPE

This procedure applies to the auditing and assessment process of **Insert Your Company** environmental management system. By applying the principles of auditing, outlined by *ISO 19011, Guidelines for Auditing Management Systems*.

**Insert Your Company** shall ensure that all internal audits are conducted with professional care, integrity and independence.

All conclusions derived from an audit must be based on objective and verifiable evidence.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Audit</b>	A systematic, independent and documented process for obtaining objective evidence and evaluating it against a set of standards and evaluating the extent of compliance.
<b>Audit Evidence</b>	Documentation, records, reports, records and may also include other information.
<b>Corrective Action</b>	Any action taken to eliminate the cause of an identified non-conformance to the environmental management system.
<b>Non-Conformance Report (NCR)</b>	A report that documents the details of a non-conformance identified in an audit or other process review.
<b>Process</b>	A set of interrelated or interacting activities which uses inputs to deliver outputs. Processes are how you operate on a daily basis.
<b>Records</b>	Document(s) stating results achieved or providing evidence of activities performed.

## 5. ROLES AND RESPONSIBILITIES

**Managers** are responsible for:

- Coordinating the internal audit program.