[Organization logo]

[Organization name]

PROCEDURE FOR INTERNAL AUDIT

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

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Comment [14A1]: All fields in this document marked by square brackets [ ] must be filled in.

Comment [14A2]: If you already implemented ISO 9001, you do not need to duplicate this procedure for ISO 14001 - it is enough to add the marked sections to your existing QMS procedure - please see the comments below.

Comment [14A3]: If you want to find out more about internal audit in ISO 14001 see: http://www.14001academy.com/2014/10/15/internal-audits-ems-five-main-steps/

Comment [14A4]: Adapt to the existing practice in organization.

Comment [14A5]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

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Change history

Date	Version	Created by	Description of change
	0.1	14001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this procedure is to describe all audit-related activities: writing the audit program, selecting an auditor, conducting individual audits, and reporting.

The Internal Audit determines if the Environmental Management System (EMS) is effectively implemented and maintained.

This procedure is applied to all processes and/or areas (parts of the organization) within the EMS.

Users of this document are [members of top management] of [organization name], as well as internal auditors.

Comment [14A6]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

Comment [14A7]: If you already have ISO 9001, just insert this part into existing procedure for internal audit..

2. Reference documents

- ISO 14001 standard, clause 4.5.5
- Environmental Manual
- Procedures for the Management of Non-Conformities, Corrective and Preventive Actions

Comment [14A8]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

3. Conducting of internal audit

3.1. Internal audit planning

[Job title] approves an annual program for internal audits, considering the status and importance of [illegible] Internal audits are usually conducted before management review.

Additional internal audits may be conducted in the case of:

- significant non-conformity in process or repetition of the same non-conformity (decision [illegible] title])
- [illegible] the change is significant and demands additional audit is made by [job title])

[Job title] is responsible for planning the [illegible] and maintaining records.

Comment [14A9]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

Comment [14A10]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

Comment [14A11]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

3.2. Appointing internal auditors

[Job title] appoints internal [illegible] (if there are more internal auditors).

An internal auditor may be [illegible] organization. Criteria for appointing internal auditors are:

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- knowledge of principles of auditing
- possession of general knowledge for specific areas of audit
- knowledge of standards: ISO 19011 and ISO 14001
- necessary competence – achieved through education and/or experience

Internal auditors must be selected in such a way as to ensure objectivity and impartiality, i.e., to avoid conflict of interest, because auditors are not allowed to audit their own work.

3.3. Conducting individual internal audits

The team leader and/or members of the auditor team define criteria, audit scope, and methods of audit.

The internal audit is conducted in two phases:

- Document audit
- Audit of compliance with documentation

Criteria of the audit can be compliance with ISO 14001 and/or alignment with legal requirements and requirements of external parties that the organization agreed to.

Methods of internal audit that will be applied during the internal audit are [write in the methods]. Gathering of data is performed through reviewing existing documentation, personal observation, and interviews.

A checklist for the internal audit can be used for conducting the internal audit.

3.4. Internal audit reporting

On the basis of the audit findings, the internal auditor (or internal audit team leader if there are more internal auditors) makes an internal audit report that is delivered to [job title].

The internal audit report must contain identified non-conformities (major and/or minor) that require corrective actions, identified potential non-conformities that require preventive action, good practice identified, any areas within the audit scope not covered, and recommendations for improvement of the EMS. The internal audit report is delivered to top management within the deadline defined by [job title].

3.5. Follow-up activities

The owner of the process in which the non-conformities are identified must ensure that all necessary corrections and corrective actions for removing non-conformities and their cause are undertaken without unnecessary delays.

Corrective and preventive actions are undertaken according to the Procedures for the Management of Non-Conformities, Corrective and Preventive Actions.

After performing corrective actions, if necessary, audit follow-up can be conducted according to the Procedures for the Management of Non-Conformities, Corrective and Preventive Actions in order to assess the effectiveness or verification of corrective actions.

Comment [14A12]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

Comment [14A13]: Audit of all documents related to ISO 14001 standard and identified processes in organization.

Comment [14A14]: Audit that shows whether the processes are executed in accordance with corresponding procedures.

Comment [14A15]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

Comment [14A16]: E.g. vertical check (by hierarchical levels of EMS documents) and horizontal check (by processes, departments and functions) or other methods that organization establishes.

Comment [14A17]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

Comment [14A18]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

Comment [14A19]: If you already have ISO 9001, just insert this part into existing procedure for internal audit.

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4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Internal Audit Checklist	PR.12.1	2 years	[office of Management Representative]	[job title]
Annual Program of Internal Audits	PR.12.2	2 years	[office of Management Representative]	[job title]
Audit Plan	PR.12.3	2 years	[office of Management Representative]	[job title]
Internal Audit Report	PR.12.4	2 years	[office of Management Representative]	[job title]

Comment [14A20]: If the record is in electronic form, write the name of the folder on Management Representative's computer.

Only [job title] can grant [illegible] Internal Audit Report, and the Internal Audit Checklist.

5. Appendices

- Appendix 1 – Internal Audit Checklist
- Appendix 2 – Annual Program of Internal Audits
- Appendix 3 – Audit Plan
- Appendix 4 – Internal Audit Report

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