

# Environmental Audit Policy Outline

## 1. Purpose

Define the objectives and general principles guiding the organization's environmental audit activities.

## 2. Scope

Specify the operations, sites, and activities covered by the environmental audit policy.

## 3. Responsibilities

- Management: Oversight and resource provision.
- Environmental Audit Team: Planning, execution, and reporting of audits.
- All Employees: Cooperation and support during audits.

## 4. Audit Frequency and Scheduling

Outline the frequency of audits (e.g., annual, bi-annual) and the audit scheduling process.

## 5. Audit Procedures

1. Planning and preparation
2. Execution and data collection
3. Reporting of findings
4. Corrective action and follow-up

## 6. Reporting

Describe the format, contents, and distribution requirements for audit reports.

## 7. Corrective Actions

Define the process and timeframe for implementing corrective actions identified during audits.

## 8. Records and Documentation

Detail requirements for maintaining and securing audit records.

## 9. Policy Review

State the review period and process for updating the policy.

## 10. References

- Relevant laws and regulations
- ISO 14001 guidelines or applicable standards