

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