

## Internal Audits

<b>Reference:</b>	IA-PRO-010
<b>Effective Date:</b>	03/06/2025
<b>Owning Department:</b>	Sustainability
<b>Review Period:</b>	2 years
<b>Version:</b>	7.0
<b>Document Type:</b>	Procedure
<b>Version Author:</b>	Kasia Haywood

### Version History

Version	Date	Purpose	Author	Review Due Date
1.0	01/2011	Original draft	Rose Rooney	01/2013
2.0	08/2011	Change to procedure to reflect merging of internal audit template and report documents	Rose Rooney	08/2013
3.0	03/2012	Replacing reference to BS8555 with ISO 14001. Removal of footer version control.	Rose Rooney	03/2014
4.0	01/2015	Correct spelling errors	Rose Rooney	01/2017
5.0	11/2017	Update in line with ISO 14001:2015 requirements	Rose Rooney	11/2019
6.0	04/10/21	Change of title to Sustainability Manager (Circular Economy and EMS) from Sustainability manager Waste and EMS	Rose Rooney	04/10/23
7.0	03/06/25	Review of whole document	Kasia Haywood	03/06/27

## **1. Purpose**

To identify, establish, implement, document and maintain a procedure for conducting audits of the Environmental Management System (EMS) against the ISO14001 standard at planned intervals to:

- a. Check conformance against
  - i. The organisation's own requirements for its EMS
  - ii. The requirements of the international standard
- b. Is effectively implemented and maintained

## **2. Scope**

To set the method by which the EMS will be internally audited, against the requirements of ISO 14001. To incorporate a review of relevant documents to ensure correct records are maintained, and that relevant EMS documents are controlled correctly.

## **3. Responsibility**

- The Sustainability Manager (Scope 3) is responsible for ensuring that the EMS is audited at a frequency of once a year.
- The Sustainability Manager (Scope 3) shall ensure that suitably trained and /or informed individuals shall conduct internal audits.
- The Sustainability Manager (Scope 3) is responsible for ensuring actions from audit reports are followed up within the agreed timeframes.
- The Sustainability Manager (Scope 3) is responsible for ensuring records are kept in line with the applicable records of the EMS Management Manual.
- The Sustainability Manager (Scope 3) provides a summary of internal audits for review by top management via the annual management review process.

## **4. Implementation**

- An internal audit programme shall be established, implemented and maintained specifying frequency, methods, responsibilities, planning requirements and reporting of internal audits. This will be documented by the Sustainability Manager (Scope 3).
- An internal audit template and report provides a checklist of audit questions to provide audit criteria and a protocol.

- The internal auditor undertakes each audit in accordance with the defined scope audit criteria and schedule.
- The auditor classifies findings in line with *NC-PRO-011 Nonconformity, corrective action, preventive action* procedure.
- On completion the auditor issues the internal audit template and report to the auditee for action.

### **Documents**

Internal audit programme

Internal audit template and report