

Audit Location: *Administration Department*Date of Audit : *Mar. 14, 2006*Auditee(s) : *L. Ma*Auditor(s) : *Zhao Wei*Reference Documents: *CP-01, EM-01*Reference ISO 14001 clause : *4.2*

Item	Description	Results			
		OK	NC	N/A	Remarks
1	<i>Check the policy is updated, approved and distributed.</i>	✓			<i>Policy is updated, approved & distributed to other departments in the office.</i>
2	<i>Check the policy is posted in the office appropriately (walk around the office).</i>	✓			<i>Policy was found in the general office, corridors and stairs, etc.</i>
3	<i>Check the policy is communicated to all staff, interview staff to ensure that they aware and understand the policy.</i>	✓			<i>M. Yu was interviewed and her EMS awareness is satisfactory.</i>
4	<i>Check that the policy is updated on the SEEA's website and available to the public</i>	✓			<i>The policy on the SEEA's website is checked and updated.</i>
O.K. = Meets Requirement		NC = Nonconformity / Need Improvement		N/A=Not applicable	
Findings :					