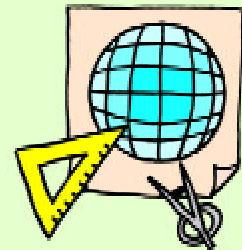


# 2

## PLANNING AN ENVIRONMENTAL AUDIT

Any premises that wishes to conduct an environmental audit must have a clear idea of the objectives of the exercise and the steps required to achieve it. Before commencing an environmental audit, the following requirements must be fulfilled:



### 1. Commitment

- Obtain commitment at the Directorate level
- Communicate commitment to personnel at all levels

### 2. Define Audit Scope and Audit Site(s)

To include:

- Audit site and boundary
- Audit objective(s)
- Areas of audit

Audit objectives typically entail:

- Verification of legislative and regulatory compliance
- Assessment of internal policy and procedural conformance
- Establishment of current practice status
- Identification of improvement opportunities

Areas of audit normally encompass:

- Material management, savings and alternatives
- Energy management and savings
- Water management and economy of use
- Waste generation, management and disposal
- Noise reduction, evaluation and control (internal and external)
- Air emissions and indoor air quality
- Environmental emergency prevention and preparedness
- Transportation and travelling practices
- Staff awareness, participation and training in environmental issues
- Environmental information publicity
- Public enquiry and complaints response
- Environmental management system set up, suitability and performance



#### Tips & Hints

*Communicate the environmental audit by a bilingual, clear and easily understandable open memo and during internal management meetings. The message should convey top management commitment, define audit objectives and rally support of personnel.*



#### Tips & Hints

*The audit area does not have to cover every aspect of the environment, nor to undertake all aspects at once - just scale according to needs and resource availability.*



#### Information

*Relevant environmental statutory issues include air quality, ozone layer protection, noise, water quality, waste management, dangerous goods storage, environmental impact assessment etc. Consult individual specialist groups on the pertinent legislation and regulations.*

### 3. Assemble An Audit Team

An Audit Management Committee (AMC) established by management at Directorate level, is responsible for:

- Overseeing the audit process
- Appointing an Audit Team Leader to be in charge of the audit
- Securing the necessary resources and funding
- Reviewing the Audit Report
- Reporting to the organisation Directorate

The AMC in conjunction with the Audit Team Leader to:

- Appoint Audit Team Members
- Assess requirement for external assistance to ensure thoroughness and objectivity of audit
- Secure financial resources if external assistance is required
- Confirm availability of Audit Team members

At each audit site, Site Facilitator(s) is/are selected to provide local support to the Audit Team in gathering the necessary information and assistance during the audit.



#### Information

*The Audit Team Leader must have experience in EA, knowledge of sectoral activities, appropriate qualifications and good interpersonal skills. He/she will be the focal point of contact between AMC and the audit team members.*



#### Information

*Auditors appointed should be familiar with the principles of environmental auditing and the operation of the audit site. To ensure objectivity of the audit, moreover, auditors should preferably be selected from an independent site or office.*



#### Information

*Necessary audit resources may include technical expertise from specialists, consultants, analytical service organisations, etc*