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## FOLLOWING-UP AN ENVIRONMENTAL AUDIT



### 1. Develop Action Plan

Upon endorsement of the Audit Report, an Action Plan with the appropriate targets and objectives for environmental improvement may be developed in consultation with audit site senior management.

An action plan should cover:

- Action objectives;
- Specific actions required;
- Responsible party(ies);
- Budget allotted; and
- Implementation program

### 2. Implement Action Plan

Responsible party(ies) to undertake actions according to the allotted budget, and the agreed timescale for completion.

### 3. Checking and Monitoring

To monitor progress of Action Plan implementation, a status report should be carried out and should include information on:

- Progress of action(s) undertaken
- Problem(s) encountered when action(s) taken
- Proposed solution(s) and revised timescale for completion



#### *Resource*

*Example of an Action Plan is provided in APF-1.*

### 4. Review Action Plan

Review the Action Plan upon completion of Action Plan implementation.

Key points to review include:

- Review results of action plan implementation
- Establish levels of performance improvement achieved
- Address possible need for changes to Green management policy, objective(s) and procedure(s)
- Next audit scope and schedule

#### *Output*

- Action Plan
- Status report for implementation
- Sope and schedule of next audit

You have completed one full cycle of an environmental audit. In the last cycle you have identified the key environmental issues and their effects, established the current performance status, identified environmental performance improvement opportunities and established specific improvement objectives and targets as part of an Action Plan.



We hope that in the process you have also gained invaluable experience and confidence in conducting subsequent environmental audits.