## Chapter 2
### Audit Planning

1. **Obtain Commitment**

2. **Define Audit Scope & Site(s)**

3. **Assemble an Audit Team**

4. **Review Operational Information**

5. **Conduct Initial Site Visit**

6. **Develop On-site Questionnaire & Audit Protocols**

7. **Review Audit Plan & Arrange Logistics**

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## Chapter 3
### Conducting the Environmental Audit

#### Pre-Audit Activities

1. **Develop Audit Plan**

2. **Send out Prepared Pre-Audit Questionnaire**

3. **Review Background Information**

4. **Review Operational Information**

#### On-Site Audit Activities

1. **Opening Meeting**

2. **Document Review**

3. **Detail Site Inspection**

4. **Staff Interview**

5. **Review Audit Evidence**

6. **Closing Meeting**

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## Chapter 4
### Audit Follow-up

1. **Develop Action Plan**

2. **Prepare Audit Report**

3. **Circulate Draft Audit Report For Comments**

4. **Checking and Monitoring**

5. **Final Reporting**

6. **Review Action Plan**

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**Figure 1: Environmental Audit Process - An Overview**

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*Environmental Audit: A Simple Guide*