

Audit Location: *F&A Dept*Date of Audit : *Apr 15*Auditee(s) : *KY Siu*Auditor(s) : *CC Wong, SH Lau*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 &amp; 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>Julia Fong was interviewed and her EMS awareness is satisfactory.</i>
4	<i>Check that the policy is updated on the HKGEC's website and available to the public</i>	✓			<i>The policy on the HKGEC's website is checked and updated.</i>
<b>O.K. = Meets Requirement</b>		<b>NC = Nonconformity / Need Improvement</b>		<b>N/A=Not applicable</b>	
<b>Findings :</b>					