

**Audit Location:** *Administration Department*
**Date of Audit :** *Feb 8, 2006*
**Auditee(s) :** *PC Fong*
**Auditor(s) :** *CY Tam & EL So*
**Reference Documents:** *CP-01, EM-01*
**Reference ISO 14001 clause :** *4.2*

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