

Audit Location: *Administration Department*Date of Audit : *Mar. 14, 2006*Auditee(s) : *L. Ma*Auditor(s) : *Zhao Wei*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.	✓			M. Yu was interviewed and her EMS awareness is satisfactory.
4	Check that the policy is updated on the SEEA's website and available to the public	✓			The policy on the SEEA's website is checked and updated.
O.K. = Meets Requirement		NC = Nonconformity / Need Improvement		N/A=Not applicable	
Findings :					