

Address

Attn.: Internal Auditor/Site Facilitator

Date

Dear (Name of Addressee)

On behalf of (Name of Department), we appreciate your assistance with these environmental audits. The objective of these audits is to review the environmental management system and legislative and internal policy compliance status at (Name of Department) premises.

The intent of this Pre-Audit activity request is to gather information for use by the Audit Team. The information will allow for a more focused and efficient audit, avoiding the need for additional unscheduled onsite time. Planned time onsite will range from half to full day depending on the size and complexity of the operation.

The Pre-Audit Questionnaire should be completed and returned to the undersigned by (Date), two weeks in advance of the site visit to (Name) at (Address), (Fax #). Feel free to hand write your responses on the questionnaire. As for The Operational Document Checklist, the objective is to assist each facility in locating the records and other information pertinent to the audit and ultimately make the audit more efficient. However, if the records are decentralised, it is not necessary to relocate them for this audit.

Several of the items on the Checklist may not have an application at your location. If you feel certain items do not apply or if you are uncertain as to the specific request, please indicate "NA" or "?" to the left of the listed item, respectively. The appropriate audit team member will further discuss that point with you to see if there is a potential application at your premises.

We thank you in advance for your time and for making our work together as beneficial as possible.

Yours sincerely

(Signature)
Audit Manager