

ISO 14001:2004

ENVIRONMENTAL MANAGEMENT SYSTEM

INTERNAL AUDIT CHECKLIST

GUIDELINES FOR USE OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

1. This checklist is based on the November 2004 released ISO 14001:2004 standard for ***“Environmental Management Systems – Requirements”***.
2. The checklist is used by auditors to evaluate or assess EMS requirements based on ISO 14001:2004.
3. The auditors are expected to be competent and in a position to conduct the audit in an impartial and objective manner. Evidence for visible top management commitment and environmental management action must be looked for and determined to be present.
4. The bold numerical typescript used in the checklist with titles shall be treated as the ***“Requirements”***.
5. During assessment of each requirement, auditors record the status of the evaluation by indicating in the right hand column a:

Yes - for **Acceptable condition**

or

No - for **Deficient condition**

As required during the audit, the assessments do not need to follow the order or sequence shown in the checklist.

6. The auditors must keep in mind that the requirement provided in the Annex A of the standard are guidance for use of the ISO 14001:2004 standard and therefore must not be misinterpreted as required by this standard.

Insert Company Name/Logo Here

4 Environmental Management System	Observation/Comments	Results
4.1 General Requirements	Observation/Comments	Results
<p>Has the organization established and maintained an environmental management system as required by clause 4 of ISO 14001:2004?</p> <p>Has the organization defined and documented the scope of the EMS?</p> <p>Are the boundaries to which the EMS applies clearly defined?</p> <p>Are all activities, products and services within the scope addressed by the EMS?</p> <p>Additional questions To prove that the organization 'Does what it says it does', what records are completed for this section?</p>		
4.2 Environmental Policy	Observation/Comments	Results
<p>Has the environmental policy been formulated by the top management?</p> <p>Is the environmental policy aligned with the defined scope of the EMS?</p> <p>Does the policy express commitment to compliance to legal and other requirements which relate to the environmental aspects?</p> <p>Has the environmental policy been communicated to all persons working on behalf of the organization?</p> <p>Additional questions To prove that the organization 'Does what it says it does', what records are completed for this section?</p>		
4.3 Planning	Observation/Comments	Results
4.3.1 Environmental Aspects	Observation/Comments	Results
<p>Has the organization established and maintained a procedure to identify the environmental aspects for its activities, products or services?</p> <p>Can the organization control and have an influence on those activities, products or services?</p> <p>Has the organization determined which of those environmental aspects have significant impacts on the environment?</p> <p>Do the environmental aspects take into account the planning of existing conditions or new developments that are within the scope of the EMS?</p>		

Audit Conducted by: _____ Date: _____ 2