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# *Guide to Internal Auditing*

## *ISO 14001*

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# *A Guide to Internal Auditing*

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- Types of Audits
- Why Audit?
- Who Can Audit?
- Performing an Internal Audit
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# *Introduction: Why are you here?*

- To learn more about ISO 14001
- To be able to evaluate you own area and make improvements.
- To understand the audit process
- To be able to participate in the audit process
- To help our organization improve their environmental position



# *Types of Audits*

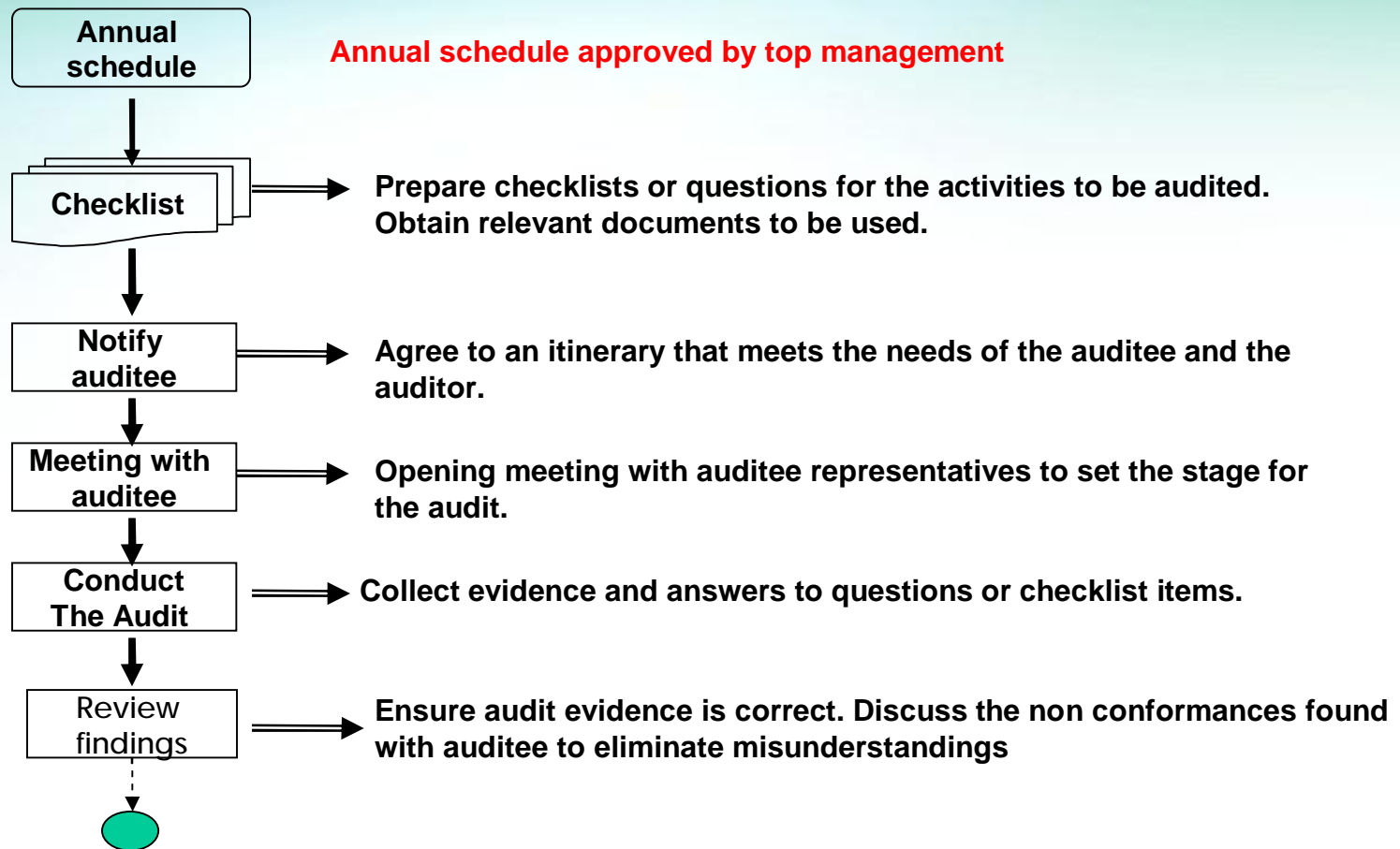
**There are three kinds of audits that can be conducted in your organization:**

- 1. *First party audit*** or an **Internal audit** that is the topic of this presentation.
- 2. *Second party audit***, carried out by a customer or a customer's representative, usually to ensure that you comply with contractual requirements.
- 3. *Third party audit***, carried out by a Registrar, usually to certify that your environmental management system is in compliance to the ISO 14001 standard.



# Performing an Internal Audit

## » Planning (Cont'd)



# Performing an Internal Audit

## » Tools

### What does an audit checklist look like?

Visit [www.the9000store.com](http://www.the9000store.com) for the "Internal Audit Checklist" that will help you complete this task.

Requirement	Status	Observations or comments
Is the environmental policy posted and understood by employees?	Okay	<i>Policy posted on bulletin board. Paraphrased by Pat Martin</i>
Do employees have the environmental documents they need for their jobs?  List the names of employees asked and what documents they use.	Okay	<i>Procedure for document control found on work station in mixing area. Joe Smith, Mary Perkins use the latest versions of documents</i>
Confirm employees are qualified for the job they do.  Check personnel records.	Okay	<i>Workers are well organized and know what to do. Personnel department have all records</i>

