

# Internal Audit Checklist Report (IMD026 Rev.1)

## Process to Audit (Audit Scope)

**Audit Number (refer to Schedule)**

IA007

**Audit Date**

13/09/2023

**Lead Auditor**

Lee Bullock

**Other Auditors**

**Is the site to audit the one listed in the IMS Manual?**

☒ Yes ☐ No

**Which process is to be audited?**

Environmental Aspect and Impacts

**Does this process cover NHSS8 requirements?**

☐ Yes ☒ No

**Have any policies been revised?**

☐ Yes ☒ No

**Has the IMS Manual been revised?**

☐ Yes ☒ No

## IMS Manual Changes

Version	Nature of changes	Details of amendment	Author	Approval	Date
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## Documents applicable to the processes to be audited

Document ID	Name	Rev.
IMS Manual	Integrated Management System Manual	1.0
IMD003	Environment Aspect Register	1.0
IMD004	HESQ Objectives & Targets Program	1.0

## Compare Documentation vs. Requirements

Compare the INFRATEC documentation with the applicable clauses of ISO 45001; 14001; and 9001.

**In general, does the INFRATEC documentation meet the requirements of ISO 45001; 14001; and 9001?**

☒ Yes ☐ No

**Evidence Upload**

**Notes**

**Are there any customer requirements that may be applicable to this process. In general, does the INFRATEC documentation meet these requirements?**

☐ Yes ☒ No ☐ N/A

**Evidence Upload**

**Notes**

**Are there any NHSS8 requirements that may be applicable to this process. In general, does the INFRATEC documentation meet these requirements?**

☐ Yes ☒ No ☐ N/A

**Evidence Upload**

**Notes**

**Are there any statutory or regulatory requirements that may be applicable to this process.**

☐ Yes ☒ No ☐ N/A

**Evidence Upload**

**Notes**

Indicate any other suggestions for improvement related to the documentation:

### Compare Actual Practice vs. Requirements

Compare the requirements of ISO 45001; 14001; and 9001, the INFRATEC Integrated Management System Manual and other documentation against working practice.

### Findings

Practice 1		
Requirement Ref.	Question	Y/N (or N/A)
14001 - 6.1.2	Does the organisation determine aspects that have or can have significant environmental impacts	Yes
Evidence	Notes	
	The organisation has outlined aspects that have or can have significant environmental impact within Document IMD003 Environment Aspect Register and the IMS Manual.	
	Question directly asked to the Compliance Manager, (Lee Payne) to highlight the meaning of impact within the document and this was cleared as impact on business.	

Review previous audits for this process. Review previous CARs issued against this process, or as a result of previous audits for this process. Add additional checklist questions here, based on the previous audits, CARs or other documents or requirements, as you see fit.

### Findings

## Practice 1

**Requirement Ref.**

14001 - 6.1.2

**Question**

Does the organisation reasonably foresee emergency situations

**Y/N (or N/A)**

Yes

**Evidence**

**Notes**

The organisation highlights the significance assessment as High Medium Low and is in use within IMD003 Environment Aspect Register.

The company goal is to role out training to all levels of staff as stated in IMD004 HESQ objectives & targets program. The training date is not yet stated but is due as soon as reasonably applicable. Target date is Sep-2023.

Question asked, how does the company communicate significant environmental aspects among staff members. Lee Payne answered. The organisation communicates significant environmental aspects among its employees via the quarterly management meetings.

## Verify the Effectiveness of the Process

Review the applicable procedure(s) for this process and answer the questions below.

**Are the procedure steps accurate and complete as compared to true practice?**

**Evidence Upload**

☒ Yes ☐ No ☐ N/A

**Notes**

**Are there sufficient check steps (inspections, tests, reviews, approvals, sign-offs, etc.) that ensure the process outputs meet requirements before passing onto the next process?**

**Evidence Upload**

☒ Yes ☐ No ☐ N/A

**Notes**

Does the process appear to adequately meet the requirements of ISO 45001; 14001; and 9001 and the INFRATEC documentation?

☒ Yes

☐ No

☐ N/A

Evidence Upload

Notes

The process Environmental aspect and impacts is well document within the IMS manual and the organisations IMS as a whole.

Does the process appear to adequately meet all customer or regulatory requirements?

☒ Yes

☐ No

☐ N/A

Evidence Upload

Notes

Indicate any problems you uncovered with the process:

Provide brief details on any areas that you found were well-implemented, particularly effective or worth noting as positive traits of the process.

Summarise Findings for CAR system

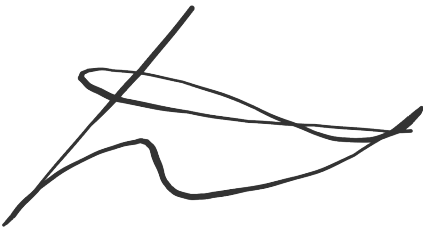
Based on the findings and nonconformities you have recorded in the previous sections, summarise the necessary actions needed. For type, choose one of the following:

- C =Corrective action needed (existing noncompliance)
- P = Preventive action needed (potential noncompliance)
- OFI = Opportunity for Improvement

Findings

Stand ard	Clause	What was the requirment?	What evidence was found	Rationale	Type	Minor/ Major

Lead Auditor Signature



Date

13/09/2023