

	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM	Doc Number	EM-PR 16 A
	<p style="text-align: center;"><b><u>INTERNAL AUDIT</u></b></p>	Compiled By	OBS
		Approved By	Abdul Kamdor
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### **1.0 Purpose**

The objective of this procedure is to ensure that the Environmental Management System of KDG LOGISTICS is audited on a regular basis to ensure its continuing suitability, adequacy and effectiveness and to achieve improvement of the system.

### **2.0 Scope**

This audit procedure covers the total Environmental Management System of KDG LOGISTICS.

### **3.0 References:**

#### **Environmental Management System Audit**

A systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organisation's environmental management system conforms to the Environmental Management System audit criteria set by the organisation.

### **4.0 Responsibilities**

The Management Representative, together with top management is ultimately responsible to ensure that impartial internal audits are conducted as per the schedule.

#### **4.1 Audit Conduct**

All processes and activities are audited using the relevant Process Approach Audit Model applicable to the process being audited. Audits for each process of the Environmental Management System are scheduled according to the compliance status and importance of the activity. All Environmental Management System audits and follow-up audits are conducted in accordance with an established procedure and are conducted by trained personnel independent of the activity being audited.

Audits include an assessment of the suitability of the work environment. The results of all audits are documented and brought to the attention of management and supervision responsible for the activity being audited. Responsibilities and timing for corrective action are established. The management responsible for the activity being audited ensures that timely corrective action is taken for all reported deficiencies. Management are also responsible to ensure that all corrective action taken in their department is effective.

Where deficiencies have been reported, activities are re-audited to establish the effectiveness of the corrective action taken. Follow-up audits are continued until full compliance is achieved. Any changes to the Environmental Management System documentation as a result of audits, is made in accordance with established procedures.

#### **4.2 Completion of Audit**

Once the audit has been completed a discussion must be held with the departmental head to discuss and agree on any non-conformity. Those that are immediately correctable can be corrected and closed out. Any misunderstandings can also be resolved at this stage. The results will be the final agreed non-conformities. If both parties disagree this must be noted. All unresolved issues must be recorded and check list to be attached..

#### **4.3 Audit Report**

The audit report must now be completed by updating all the relevant information and check list to be attached..

#### **Environmental Management System Audit.**

#### **4.4 Follow up**

Once the agreed corrective action dates are reached the Auditor will re-visit the section and close out the non-conformities.

#### **4.8 Internal Auditor Qualification**

Auditors are qualified in line with the ISO 14001:2015