

	INTERNAL AUDIT NON-CONFORMANCE REPORT	Document No:	ESD 010 A
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**Internal Audit Report Review**

**Audit Scope:** This internal audit was conducted to assess compliance with ISO 14001:2015 requirements at KDG Logistics,

**Audit Period:** 19 November 2025

**Audit Team:** Leroy Dwyer

**Summary:** The internal audit identified several non-conformances requiring corrective action to ensure compliance with ISO 14001:2015. The findings are summarized below:

**Non-Conformance Findings:**

**1. Communication of Environmental Objectives:**

- *Observation:* Environmental objectives have not been effectively communicated to staff.
- *Impact:* Lack of awareness among staff can hinder the achievement of environmental goals.
- *Requirement:* ISO 14001 Clause 7.3 requires that relevant information be communicated within the organization.

**2. Driver and Contractor Communication on Environmental Matters:**

- *Observation:* Drivers and contractors have not received adequate communications regarding environmental matters.
- *Impact:* Insufficient communication may lead to non-conformance in operations performed by third parties.
- *Requirement:* ISO 14001 Clause 7.4 requires the organization to communicate relevant environmental information to external providers and contractors.

**3. Emergency Evacuation Testing:**

- *Observation:* Emergency evacuation drills need improvement to ensure efficiency and compliance.
- *Impact:* Inefficient evacuation procedures could result in increased risk during emergencies.
- *Requirement:* ISO 14001 Clause 8.2 requires the organization to plan and test responses to potential emergency situations.

**4. Fuel Storage Permit:**

- *Observation:* The company has not obtained the necessary permit for fuel storage.

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- *Impact:* Non-compliance with legal and regulatory requirements may result in penalties or environmental hazards.
- *Requirement:* ISO 14001 Clause 9.1.2 and applicable legal requirements mandate compliance with environmental laws and regulations.

5. **CO<sub>2</sub> Reduction Target Achievement**

- *Observation:* The organisation did not meet its CO<sub>2</sub> reduction target for the 2025 performance period.
- *Impact:* Failure to achieve this target limits progress toward environmental performance improvement and may affect the organisation’s ability to demonstrate continual improvement.
- *Requirement:* ISO 14001:2015 Clause 6.2 requires organisations to establish, monitor, and achieve environmental objectives, including measurable targets such as CO<sub>2</sub> reduction goals.

6. **Tyre-Saving Objective Achievement**

- *Observation:* The organisation did not meet its CO<sub>2</sub> reduction target for the 2025 performance period.
- *Impact:* Failure to achieve this target limits progress toward environmental performance improvement and may affect the organisation’s ability to demonstrate continual improvement.
- *Requirement:* ISO 14001:2015 Clause 6.2 requires organisations to establish, monitor, and achieve environmental objectives, including measurable targets such as CO<sub>2</sub> reduction goals.

**Recommendations:**

**1. Communication of Environmental Objectives**

- **Corrective Action:**  
Develop and implement a formal internal communication plan outlining how environmental objectives will be communicated to all staff (e.g., toolbox talks, notice boards, email updates, and monthly environmental briefings). Assign responsibility to the Environmental Manager and ensure effectiveness is verified through staff interviews and awareness checks.

## 2. Driver and Contractor Communication on Environmental Matters

- **Corrective Action:**

Introduce mandatory environmental awareness sessions for drivers and contractors, including briefing materials on significant environmental aspects, spill response, idling reduction, and waste handling. Maintain attendance registers and conduct periodic refresher sessions.

## 3. Emergency Evacuation Testing

- **Corrective Action:**

Implement a structured emergency drill schedule covering all operational areas. After each drill, record performance observations, identify opportunities for improvement, and update the emergency response procedure accordingly. Ensure lessons learned are communicated to all employees.

## 4. Fuel Storage Permit

- **Corrective Action:**

Engage with the relevant local authority to submit all required documentation for obtaining the fuel storage permit. Conduct a legal compliance review to ensure all permit conditions are addressed. Maintain records of correspondence, approvals, and ongoing compliance checks.

## 5. CO<sub>2</sub> Reduction Target Achievement

- **Corrective Action:**

Reassess the CO<sub>2</sub> reduction strategy by reviewing fleet efficiency, route optimisation, idling controls, and monitoring methods. Update the CO<sub>2</sub> reduction action plan to include realistic milestones, responsible persons, measurable tracking tools, and monthly performance reviews. Implement corrective interventions where targets fall behind (e.g., driver efficiency training, fuel management improvements).

## 6. Tyre-Saving Objective Achievement

- **Corrective Action:**

Implement a tyre-management programme that includes regular tyre condition inspections, correct inflation checks, retreading policies, and driver training on tyre-preservation behaviours. Introduce monthly tyre-usage monitoring, set improvement benchmarks, and review supplier performance where applicable.

### Next Steps:

- Assign responsibilities for corrective actions.
- Establish deadlines to address each non-conformance.
- Conduct a follow-up audit to verify the implementation and effectiveness of corrective actions.