

Steps of an
ISO 14001:2015
Internal Audit

Audit of the Eco Toy Company

P-920 Internal Audit Procedure – p. 1

1.0	Purpose/Scope
1.1	This procedure describes the process for performing Internal Audits at Your Company .
1.2	The procedure applies to internal audits that are conducted to ensure that the EMS conforms to the requirements, is effectively implemented and maintained, and continues to be suitable, adequate and effective.
2.0	Responsibilities and Authorities
2.1	The President has the prime responsibility and approval authority for this procedure.
2.2	In support of the President , the Environmental team / ISO steering committee is responsible to ensure that internal audits are conducted at planned intervals.
2.3	Additional responsibilities for the Environmental team leader / ISO management representative / audit coordinator, lead auditor, auditors, management staff, employees, and the corrective action coordinator are detailed in relevant paragraphs of section 5.0 below.
3.0	References and Definitions
3.1	Reference
3.1.1	This document relates to clause 9.2 of the ISP 14001:2015 standard, Internal audit.
3.2	Definition
3.2.1	Audit Team: May be one or more auditors, including the lead auditor.
4.0	Resources
4.1	None
5.0	Instructions
5.1	In support of the procedure P-910 for Monitoring, measuring, analysis and evaluation, this procedure addresses the internal audits of the QMS.
5.1.1	The President / Environmental team / ISO steering committee ensure

Prepare an audit plan for ETC

- Determine the scope of the audit
- Designate a lead auditor
- Identify the audit team
- Schedule your time to make the audit as effective as possible within the time allowed (Lead Auditor)
- Include time for follow-up on previous corrective actions

Hold an Opening Meeting

(with ETC Management)

Agenda

- Introductions
- Have attendees sign-in
- Review the scope of the audit
- Establish communication
- Confirm times
- Schedule the closing meeting
- Ask for any questions

Sample Opening Meeting Agenda

Opening Meeting Agenda

Introduction

The lead auditor will conduct the opening meeting. Introduce the auditors and other attendees as needed.

Attendee sign-in

Pass around the copy of the internal audit plan and have each person sign-in. This will go into the audit file and be a record of who attended.

Review the scope of the audit

Explain what is going to be audited and why the audit is being performed.

Establish communications

Determine who the main contact person(s) in each area will be. Who should the auditors talk to?

Confirm times

If there are schedule conflicts with the audit times on the audit plan, now is the time to adjust the times to audit when people are available.

Schedule the closing meeting

Confirm the time and place for the closing meeting.

Ask for any questions