

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 09/30/2012)

Environmental Management System (EMS) Audit Plan Template

1. Logistics.

- A. Name of the appropriate organization.
- B. Date of audit.
- C. Place where the on-site review is to be conducted.
- D. Identification of the appropriate organization manager and EMS point-of-contact.
- E. Identification of the lead auditor and audit team members.

2. Audit Scope.

- A. Physical boundaries, operations, activities and programs that are included in the appropriate organization's EMS.
- B. Audit objectives, which at a minimum, shall include:
 - (1) determining whether the appropriate organization's EMS is in conformance with the audit criteria;
 - (2) assessing the extent to which the organization has established and implemented procedures to ensure the continuing suitability and effectiveness of the EMS; and
 - (3) identifying major and minor audit findings and recommending actions to achieve conformance and continual improvement.
- C. Reference to and inclusion of Appendix A, *Bureau of Reclamation Environmental Management System (EMS) Conformance Audit Criteria Checklist*, against which the appropriate organization will be evaluated.
- D. The significant environmental aspects and related program areas of the appropriate organization's EMS that are of high audit priority.

- 3. **EMS Document Review.** A list of the documents in Appendix C, *Environmental Management System (EMS) Audit Required Document Review*, and a request for the information to be available either prior to or during the on-site review.

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4. On-site Review.

- A. Time, location, and draft agendas of the opening and closing meetings to be held with the appropriate organization's management.
- B. The organizational and functional units to be audited and the positions within the appropriate organization to be interviewed.
- C. A timetable for approximate physical progress of the on-site review, where applicable (e.g., when a number of different offices or geographical areas are to be included in the scope of the audit).

5. Proposed Audit Report.

- A. Report content and format included in Appendix F, *Environmental Management System (EMS) Audit Report Template*.
- B. Expected completion date.
- C. Final report distribution list. At a minimum, the final report shall be distributed to the regional director; manager of the appropriate organization; Director, Policy and Administration; the Reclamation and regional EMS Coordinator; and others as agreed.