

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 09/30/2012)

Environmental Management System (EMS) Communication Plan

Audit Timeframe	Target Audience and Purpose	Information Communicated	Method or Approach	Date Communication Complete
Initiation of the audit	Appropriate Organization Manager	Accept appropriate organization request to perform an independent conformance audit. Confirm dates, scope, and location. Introduce audit team lead.	Electronic memorandum or hard copy upon request	
4 weeks prior to on-site review	Appropriate Organization Manager and point of contact (POC)	Audit Plan. See Appendix B, <i>Environmental Management System (EMS) Audit Plan Template</i> , for plan contents.	Electronic audit plan or hard copies upon request	
2 weeks prior to on-site review	Appropriate Organization POC	Confirm location of opening and closing meetings, requested interviews, data required to be reviewed on-site, and physical progress of the audit.	Email	
1 st day of audit	Appropriate Organization Manager and POC	Opening Meeting. See Appendix E, <i>Sample Environmental Management System (EMS) Audit Opening and Closing Meeting Agendas</i> , for agenda items to be discussed.	Verbal	
Last day of Audit	Appropriate Organization Manager and POC	Closing Meeting. Discuss draft Audit Criteria Checklist. See Appendix E, <i>Sample Environmental Management System (EMS) Audit Opening and Closing Meeting Agendas</i> , for agenda items to be discussed.	Verbal review and hard copy draft Audit Criteria Checklist	

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 09/30/2012)

Audit Timeframe	Target Audience and Purpose	Information Communicated	Method or Approach	Date Communication Complete
30 days following on-site review	Appropriate Organization Managers and POC	Draft Audit Report. See Appendix F, <i>Environmental Management System (EMS) Audit Report Template</i> , for report contents.	Electronic copy of audit report and hard copies upon request	
90 days following on-site review	Regional director, Appropriate Organization Managers and POC, and distribution list	Final Audit Report. See Appendix F, <i>Management System (EMS) Audit Report Template</i> .	Hard and electronic copies of audit report distributed in accordance with audit plan	