Environmental Management System (EMS) Audit Plan Template

1. Logistics.
   A. Name of the region.
   B. Date of the on-site audit.
   C. Place where the onsite review is to be conducted.
   D. Identification of the regional EMS manager and regional EMS coordinator.
   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 region’s EMS.
   B. Audit objectives, which at a minimum, shall include:
      (1) evaluating conformance of the region’s EMS to the audit criteria;
      (2) assessing the extent to which the region has established and implemented procedures to ensure the continuing suitability and effectiveness of the EMS; and
      (3) identifying major and minor nonconformities and actions to achieve conformance.
   C. Reference to and inclusion of Appendix A, Bureau of Reclamation Environmental Management System (EMS) Conformance Audit Criteria Checklist, against which the region’s EMS shall be evaluated.
   D. The significant environmental aspects and related program areas of the region’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.

4. On-Site Review.
   A. Time and location of the opening and closing meetings to be held with the regional EMS manager and coordinator.
B. The organizational and functional units to be audited and the positions within the region 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 on-site review).

5. **Proposed Audit Report.**


   B. Proposed report review schedule and completion date.

   C. Final report distribution list. At a minimum, the final report shall be distributed to the regional director, the regional EMS manager, the regional EMS coordinator, the Director, Policy and Administration, and the Reclamation EMS Coordinator.