

Reclamation Manual

Directives and Standards

Environmental Management System (EMS) Communication Plan

Audit Timeframe	Target Audience and Purpose	Information Communicated	Method or Approach	Date Communication Complete
Initiation of the audit	Regional EMS manager	Accept and confirm audit date, scope, and location. Introduce audit team lead.	Electronic memorandum or hard copy upon request	
Prior to on-site review	Regional EMS manager and regional EMS coordinator	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	
First day of audit	Regional EMS manager, regional EMS coordinator, audit team, and other staff as appropriate	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	Regional EMS manager, regional EMS coordinator, audit team, and other staff as appropriate	Closing Meeting. 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 of draft Appendix A, <i>Bureau of Reclamation Environmental Management System (EMS) Audit Criteria Checklist</i>	
Following on-site review within agreed-upon timeframe	Regional EMS manager and regional EMS coordinator	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	
Following on-site review within agreed-upon timeframe	Regional Director, regional EMS manager, regional EMS coordinator	Final Audit Report. See Appendix F, <i>Environmental Management System (EMS) Audit Report Template</i> .	Electronic copy of audit report and hard copies upon request	