Environmental Management System (EMS) Audit Report Template

1. Audit Description.
   A. Name of the region audited.
   B. Date of the audit.
   C. Names of the audit team members and the regional management and staff that participated in the audit.
   D. A distribution list for the audit report.

2. Summary of Audit Procedures and Methodology.
   A. Summary of the audit objectives.
   B. Summary of the audit methodology or reference to the procedures in Reclamation Manual (RM) Directive and Standard (D&S), Environmental Management System (EMS) Independent Conformance Audit and Declaration of Conformance Process (ENV 05-02), Paragraph 5.
   C. Reference to the audit criteria in ENV 05-02, Appendix A, Bureau of Reclamation Environmental Management System (EMS) Conformance Audit Criteria Checklist (Audit Checklist), used to evaluate the regional conformance.

3. Audit Results.
   A. A summary of the final audit results:
      (1) Areas for improvement.
      (2) Minor nonconformities, including citations to the corresponding requirement in RM D&S, Environmental Management System (EMS) Implementation (ENV 05-01), for each finding.
      (3) Major nonconformities, including citations to the corresponding requirements in ENV 05-01 for each finding.
   B. A completed Audit Checklist documenting the following for each required EMS element:
      (1) Conformance status.
(2) Description of nonconformance, if any, including the operation, process, program, record, etc., that is deficient.

4. **Preventative and Corrective Actions.** The report shall require that the region develop Corrective and Preventative Actions (CAPAs) to address all major and minor audit findings in accordance with ENV 05-01, Paragraph 5.D.(5) within 60 days following receipt of the final audit report and that the CAPA shall become part of the official audit record.

5. **Other.**


   B. Confidentiality requirements, such as safeguarding of certain information, required by the audited office, if any.