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Governance, Risk & Compliance Consultants

ISO 14001 INTERNAL AUDIT REPORT

INTRODUCTION:

An ISO 14001 Internal Audit Report is a vital tool for organizations to assess and improve their environmental management practices, ensuring alignment with ISO 14001 standards and demonstrating their commitment to environmental responsibility and sustainability. It provides a structured framework for identifying strengths and areas for enhancement in the organization's environmental management system.

KEY POINTS TO INCLUDE IN AN ISO 14001 INTERNAL AUDIT REPORT:

> ## Audit Details:
Begin the report with essential details, including the audit date, auditor's name, and audit reference numbers.

> ## Audit Objectives:
Clearly state the objectives of the audit, describing what the audit aimed to achieve and which areas it intended to assess.

> ## Scope of the Audit:
Define the scope of the audit, specifying the processes, departments, or areas of the organization that were included in the audit related to environmental management.

> ## Audit Findings:
Provide a comprehensive breakdown of the audit findings for each section or process audited. Clearly indicate whether each finding represents a strength or an area needing improvement.

> ## Recommendations:
Offer practical and actionable recommendations based on the audit findings. These recommendations should guide the organization in addressing non-conformities or areas requiring improvement in the context of environmental management.

> ## Overall Assessment:
Summarize the overall assessment of the organization's compliance with ISO 14001, providing an objective evaluation of its adherence to EHS.

> ## Conclusion:
Summarise the key takeaways from the audit, highlighting the organization's strengths and areas requiring attention. Conclude with a summary of the audit's overall outcome.

> ## AuditorDetails:
Include the name and signature of the auditor who conducted the audit, along with the date of the audit.

➤ Attachments and Supporting Documents:

If applicable, attach any supporting documents, such as checklists, process flowcharts, or additional data used during the audit.

➤ Corrective Action Plan (Optional):

Depending on the organization's policy, you may include a section for a corrective action plan, outlining the steps the organization will take to address the audit findings and recommendations related to environmental management.